



JOB TITLE

Warehouse Manager

JOB DESCRIPTION

The Warehouse manager oversee the efficient receipt, storage and dispatch of a range of goods. Responsible for a vital part of the supply chain process, you'll manage people, processes and systems in order to ensure goods are received and dispatched appropriately, and that productivity targets are met.

You'll also be responsible for workplace health and safety standards and for the security of the building and stock including the storage of temperature-controlled products.

DUTIES

- liaise with benefactors, suppliers and transport companies
- coordinate and monitor the receipt, order, assembly and dispatch of goods
- use space and mechanical handling equipment efficiently, making sure quality, budgetary targets and environmental objectives are met
- have a clear understanding of the company's policies and vision and how the warehouse contributes to these
- coordinate the use of automated and computerised systems where necessary
- respond to and deal with customer communication by email and telephone
- keep stock control systems up to date and make sure inventories are accurate
- plan future capacity requirements
- organise the recruitment and training of staff, as well as monitoring staff performance and progress
- motivate, organise and encourage teamwork within the workforce to ensure productivity targets are met or exceeded
- produce regular reports and statistics on a daily, weekly and monthly basis
- daily briefings
- visit customers to monitor the quality of service they are receiving
- maintain standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely
- oversee the planned maintenance of vehicles, machinery and equipment
- where appropriate, oversee the maintenance and operation of warehouse management systems and automated storage and retrieval systems.

LOCATION

Stourton, Leeds, LS10

RELATIONSHIP

Reporting to the board of company directors

Point of contact: Adam Smith CEO

SALARY

£11 p/h

LENGTH

40 hours per week - £22,880

Up to 8 hours per day

5 days per week

For the probationary period of 3 months

REVIEW

Role to be reviewed after 3 months

Position to be renewed, or notice period given.

QUALIFICATIONS & EXPERIENCE DESIRABLE (BUT NOT ESSENTIAL)

- **business information systems**
- **business, management or economics**
- **operational research**
- **retail management**
- **supply chain management**
- **transport, distribution or logistics.**

SKILLS AND COMPETENCIES REQUIRED

- **Self-starter – able to build the role and show entrepreneurial flare**
- **Excellent communication and interpersonal skills**
- **Ability to deal with a diverse range of people, including the vulnerable**
- **Strong organisational skills**
- **Basic administration and I.T. skills**
- **Leadership qualities and ability to motivate and create a positive, inclusive culture and ethos**

- **An interest in food and environment**
- **An interest in or experience of working in the third sector**
- **Experience in HR or working alongside HR staff**
- **Basic Food Hygiene certificate**
- **FLT licence**