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| **Job Title** | Warehouse Supervisor |
| **Business Unit** | Restore Datashred |
| **Department.** | Operations |
| **Location** | Optima Park |
| **Reports to (direct)** | Depot Manager |

###### MAIN PURPOSE OF JOB

Reporting to the Operations manager/Depot manager the role will oversee the efficient receipt, processing, storage and dispatch of a range of materials. You will be managing people, processes and systems, to ensure materials are processed appropriately and productivity targets are met. This will involve the planning, coordination and control of manufacturing processes. You'll make sure goods and services are produced efficiently at the right cost and level of quality. In addition, you will be also responsible for workplace health and safety standards and for the security of the building and stock.

###### KEY TASKS

1. Plan, coordinate and monitor the receipt, order and dispatch material in and out of the warehouse.
2. Use warehouse space and mechanical handling equipment efficiently, making sure quality, budgetary targets and environmental objectives are met.
3. Have a clear understanding and implementation of the company's policies and vision and how the warehouse contributes to these.
4. Keep stock control systems up to date and make sure equipment inventories are accurate.
5. Plan future capacity requirements.
6. In collaboration with the WH organise the recruitment and training of staff, as well as monitoring staff performance, progress and identifying training needs.
7. Motivate, organise and encourage teamwork within the workforce to ensure productivity targets are met or exceeded.
8. Produce regular reports and statistics on a daily, weekly and monthly basis.
9. Supervise and motivate a team of workers.
10. Maintain company standards of health and safety, cleaning and security in the work environment,
11. Oversee and organise the planned maintenance of mechanical handling equipment and plant machinery.
12. Oversee the production process by following a production schedule and resource as required.
13. Monitor the production processes and adjust schedules as needed.

Work with other managers and supervisors to implement the company's policies and goals.

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore Datashred employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**SKILLS, QUALIFICATIONS, EXPERIENCE:**

1. Experience of supervising and people management skills, including the ability to lead and motivate others, delegate work and explain ideas
2. Able to deal empathetically, assertively and politely with internal and external customers
3. Can demonstrate excellent communication skills, both written and verbal
4. Able to prioritise tasks and workloads in order of importance
5. The ability to work under pressure and motivate others to meet deadlines
6. Attention to detail to ensure high levels of quality.
7. Planning and organisation skills to be able run and monitor the production process.
8. The ability to act decisively and solve staff or equipment-related problems and the ability to work in a logical, systematic manner
9. Must have the ability to always maintain confidentiality and discretion
10. Knowledge of the legal requirements of operating a warehouse production facility
11. The ability to work as part of a team
12. FLT Counterbalance / JCB Telehandler Experience
13. IOSH Certificate (Desirable)

**COMPETENCIES**

1. Health & Safety
2. Planning and Organisational
3. Initiative & Problem solving
4. Managing performance
5. Results orientation
6. Takes responsibility and ownership
7. Deals empathetically, assertively and politely with internal and external customers

**COMPLIANCE RESPONSIBILITIES**

• Adhere to all Company Policies and Procedures contained in the Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems

• Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager

• Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

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| **APPROVALS:**  **Line Manager**  Name: ………………………………………………...  Signature:……………………………………  Date:…………………………………………… | **Post Holder**  Name: ……………………………..………………………..  Signature:…………………………………………  Date:……………………………………………… |