SOMERS FORGE LIMITED

**JOB SPECIFICATION**

|  |
| --- |
| **JOB TITLE:** Warehouse Supervisor**REPORTING TO:** Manager |
| **DEPARTMENT:** Transport |
| **SUPERVISORY RESPONSIBILITY:** Transport employees |
| **JOB PURPOSE:** Motivated and ambitious Warehouse Supervisor that can support the Warehouse Manager with the day to day running of the warehouse. Learning to work to strict safety and quality requirements and optimizing efficiency. |
| **MAIN DUTIES AND RESPONSIBILITIES:*** Infor booking
* Transport Portal (networking)
* Talking with customers and Suppliers
* Dealing with queries
* Operate warehouse equipment, such as FLT and pallet trucks
* Crane
* Wrapping as and when needed (weigh bridge)
* Mentor and train new starters
* Identify and implement process improvements to increase efficiency
* Provide cover for warehouse manager as needed
* Perform stock checks
* Follow all health and safety procedures and company policies
 |
| **EXPERIENCE & SKILLS PREFERRED*** Excellent verbal and written communication
* Excellent time management and organisational skills
* Good literacy and numeracy
* High self-motivation and determination to succeed
* Ability to work under own initiative
* Good general I.T skills
* Flexible and responsive to the demands of the role
 |
| **RELATIONSHIPS:** All departments |
| **APPROVALS****Role Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |