



WAREHOUSE SUPERVISOR

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Job Description

We are looking for a dynamic and intuitive Warehouse Supervisor to join our growing team at Simon Hall Limited. This is an exciting opportunity for an individual with a keen eye for detail, excellent organisational skills and a flexible approach.

Key responsibilities include:

1. Liaise with the Export Manager on an on-going basis to manage and prioritise the export workflow within the warehouse.
2. Take ownership over testing and implementation of bespoke warehouse management software. Work with the Export Manager to prioritise shipments according to digital T Card system. Work with the Export Manager to obtain full working understanding of digital inputting of packing data, manifesting and barcoding. Cascade this knowledge to the wider warehouse team. Report any bugs or required amendments to the software to the Export Manager for further development.
3. Adopt a flexible and dynamic approach, assisting the team to achieve their goals whilst demonstrating a capacity to adapt to fluctuating priorities in a fast-paced working environment.
4. Ensure productivity and efficiency is maximised on an on-going basis and any daily/weekly targets set are achieved.
5. Ensure all freight received into the warehouse is correctly labelled and a full audit is carried out, with the results logged digitally on bespoke software. Any damage to be reported immediately to either the Export Manager or Removals Operations Manager and photographed.
6. Take ownership over implementing new processes for receiving goods in, ensuring the correct paperwork is completed at all times, recording driver signature, vehicle registration, time, date, etc.

7. Ensure that all items for export are audited in accordance with the dimensions provided at the quoting stage, any irregularities to be reported to the Export Manager.
8. Oversee and participate in the preparation of antiques, fine arts and personal effects for export, ensuring all packing is carried out to the standard required and within the timescale as directed by the Export Manager.
9. Stow wrapped goods into bespoke manufactured packing cases/crates/shipping containers with consideration to the final method of conveyance and the safety of the goods in transit.
10. Ensure freight is correctly labelled prior to despatch and all necessary paperwork has been completed prior to returning to the Export Manager.
11. Assist the management team in implementing and maintaining customs-controlled processes, such as operating a customs warehouse. Assist with ongoing accurate digital record-keeping and act as the main point of contact for any queries relating to customs-warehouse inventory. Participate in HMRC site inspections, answering queries related to customs-warehouse inventory and demonstrating full working knowledge of digital in-house inventory systems.
12. Stow and/or ensure stowage of storage containers is carried out correctly with consideration to the safe storage of contents and up-keep of accurate inventories/warehouse mapping. Maintain up to date digital records of storage inventory and movements, using in-house bespoke software. Any irregularities to be reported to the Removals Operations Manager.
13. To assist with storage container movements between Willersey and Honeybourne sites, ensuring containers are located and available in a timely manner ready for the following working day and loaded onto the relevant vehicles.
14. Take responsibility for ensuring a clean and tidy working environment is maintained on an on-going basis, including yard area, and the safe and correct disposal of packaging debris.
15. Maintain stock materials and ensure required materials are replenished in a timely fashion to ensure smooth operation of the warehouse, to include pricing checks and negotiation with alternative suppliers to obtain the most competitive rate, ensuring the correct level of quality.
16. Stock take to be undertaken monthly and reported to management for accounting purposes.
17. Responsible for overseeing/assisting with the daily loading and unloading of all vehicles, ensuring correct materials and goods are loaded onto the relevant vehicles prior to drivers' scheduled departure times.
18. Ensure all responsibilities are met with regard to Health & Safety regulations within the warehouse. Manage scheduled warehouse checks and maintenance plans for machinery.

Input results of any Health and Safety checks into both manual and digital records. Respond to Risk Assessment and Action reminders generated by Health and Safety software.

19. Any other responsibilities which management may require you to undertake and that can be considered reasonable within the remit of this post.

Experience and Competencies:

- Proficient in the use of Microsoft Office Suite, with a specific focus on Excel
- Two years' recent warehouse supervisory experience
- Ability to use initiative and seek continual improvement opportunities
- Excellent communication skills
- Proven track record as a dependable team player
- Excellent planning, organising and prioritising skills
- Experience in implementing new processes and procedures
- Experience in packing fine art and antiques - preferred but not essential
- LGV Class 2 – preferred but not essential

Reference ID: Warehouse Supervisor

Job Types: Full-time, Permanent