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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

Job Description – Warehouse Supervisor

GENERAL SUMMARY

Supervise the warehouse picking team to ensure the provision of a professional dispatch service to customers, maintain stock system accuracy, encompassing safety, speed and accuracy.

PRIMARY RESPONSIBILITIES

- Be responsible for ensuring that team members maintain highest possible standards for the customer in relation to the appearance of the product and service (Quality Control);
- Ensure all the team prepare orders to be shipped to customers, quickly and accurately;
- Review and action Back Order reports accordingly, working closely with the Production and Purchasing departments to expedite fulfilment. Provide a weekly update to the Manager;
- Organising team member's time, during quieter periods to perform shelf tidying and plastic picking duties, emptying bins, making up boxes, stock taking and replenishing packaging materials to ensure a clean and tidy work area that is prepped for orders
- Receive and handle incoming stock availability enquiries/queries from colleagues via telephone;
- Conduct regular stock taking to ensure system stock is kept accurate, handling anomalies as they arise;
- Deputise for the Manager in periods of holiday and absence;
- Mentor and motivate team members to ensure individual and group productivity is maintained;
- Monitor performance and conduct of team members and feedback issues to the Manager, including suggestions/recommendations;
- Ensure that Health & Safety best practices, rules and regulations are adhered to by team members;
- Perform other duties as assigned or as the situation dictates.

KNOWLEDGE AND SKILLS

- Previous Warehouse Team Leader/Supervisor work experience in a picking/pack and warehousing/logistics team is essential (minimum 1 year);
- Excellent team leadership skills are essential, with the ability to lead, organise and motivate others;
- Excellent communication and interpersonal skills are essential;
- Positive and professional approach to duties, colleagues and management;
- Ability to remember sets of rules and instructions pertaining to work in general and specific customers;
- Ability to maintain and recall knowledge on our product range (with time and training);
- Be able to use own initiative and demonstrate intelligent judgment;
- Experience in manual handling preferred but training will be given;
- Duties involve regular repetitive light, medium and heavy lifting

QUALIFICATIONS/LICENCES

- Must hold and be able to provide evidence of Reach and Counterbalance Forklift licences.

WORKING CONDITIONS

- Hourly rate: £11.30
- Normal hours of work will be Monday-Thursday 8.00am-5.30pm and Friday 8.30-1.00pm with 30 minutes for lunch each day. Total 40.5 hours per week.
- Position Holders need to be flexible with working hours, as maybe required to work a little late on occasion due to UPS collections, up to 6pm and early starts for stock taking towards the year end.
- Uniform provided and we offer free on-site secure parking
- Reporting to the Manager

Note: The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.