



Job Specification

For: Warehouse & Operations Manager

Ref: VR/01237

Job Description

Warehouse & Operations Manager responsibilities:

- This role is within manufacturing and has pace and complexity on a daily basis. On occasion there will be short lead times and this role needs someone who can bring structure and organised processes and procedures to enable in-house requirements to be constantly met. The focus of the role is to enable a more efficient warehouse and in time build a team that drive improvements. Within this role, you will need the ability to drive teams forward maintaining motivation through ownership and responsibility.
- Full adherence to all HSE standards in line with the site and group policies, embedding the importance of Health and Safety at all times.
- Leadership of the warehouse teams when implemented - not just meeting the agreed KPI's, ensuring their future development needs are managed and as mentioned above, motivation and moral is achieved through positive encouragement and ownership of the function.
- Working closely with the CEO - that relationship is critical to the success of the long-term strategy of the warehouse and manufacturing function.
- Ensuring KPI's are measured and delivered across inventory management, waste, quality, service levels and to budget ensuring the manufacturing side is operating to the highest standards.
- Consistently focus on the objectives.
- Deliver the strategy for the manufacturing function in line with the other functions on site to meet the overall goals at both a site and company level.
- Health & Safety documentation experience
- Proven successes working to and improving on KPI measures
- Strong communication skills - confident and professional setting the right standards in the Warehouse operation.

Responsibilities for document control:

- Utilise and create systems to manage company documents (where required) Ensure that all documents are up to date
- Conduct company audits to ensure documents are being followed

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Sappers Network
RHQ RE, Ravelin Building
Brompton Barracks
Chatham, ME4 4UG
Tele: +44-(0)7496 083483



- Work with auditors to maintain ISO status
- Train employees on how to use and access the documents
- Develop procedures so that they are standardized (where required) Communicate and collaborate with project managers (where required) Follow company procedures
- Management of the manufacturing budget working in close conjunction with the CEO. Be commercially aware at all times implementing cost saving initiatives at all times.
- Continually strive for the best practice in warehousing ensuring the appropriate legislation is fully embedded in the business.

In terms of background the ideal candidate will have:

- Warehousing experience in an inhouse environment experience which is essential for the pace of this business. Previous examples of inclusive team management driving a well-structured and positive environment.
- Solid working knowledge of Warehouse Management systems.
- Leadership examples around identifying key skills, upskilling talent internally and providing stability and guidance.

Responsibilities:

- Using Purchase Orders
- Using Sales Orders
- Creating Shipments
- Licence Applications (after a training period) Organising Returns of Raw Materials Updating Stock reports
- Custom Clearance Procedures where required Tariff Commodities Knowledge where required
- Following official document processing and checking, record keeping, shipment processing and transport arrangements.
- Any other reasonable duties associated with the role or projects assigned to meet the overall objectives of the role.

Compiled by : **Fiona Louch**
Compiled on : **09/15/23**

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