



Job Specification

For: Warehouse Supervisor

Ref: VR/01356

Job Description

LOCATION: Rochester, Kent
REPORTABLE TO: Service Manager
HOURS: 40 hours, Monday to Friday

Job Purpose:

This role is to support and assist in the day to day running of a busy Generator Company supporting all departments within the company, you will undertake the following duties but are not limited to):

Key Responsibilities:

- Preparing parts and materials required for jobs booked in.
- Receiving and signing off deliveries, updating spreadsheet and informing the appropriate person.
- Stock items to be put away accordingly.
- Delivering parts or equipment to sites when required.
- Picking up local collections for parts and equipment.
- Monthly checks on pool vehicles to monitor faults, damage and mileage.
- Managing waste returns from Service Engineers, ensuring safe storage and arranging with the office for collecting of waste by external company.
- Logging in new batteries and disposing of old batteries following company procedures to ensure we comply with environmental agency.
- Monitoring and ensuring stock levels remain to a suitable level and inform office when items need re-ordering.
- General housekeeping of the warehouse to ensure it is kept tidy and safe.

Qualifications & Requirements:

- Good communication skills
- Full valid driving licence
- Forklift truck licence desirable
- Ability to work under a low level of supervision and under own initiative
- Commitment and Self-motivation
- Hard working, good work ethic and approachable.

Compiled by : **Fiona Louch**
Compiled on : **11/11/24**

Job Specification provided by:

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