

Job Description

Post Title: Depot Supervisor

Directly reporting to: Charity Collections Manager (CCM)
Functionally reporting to: Charity Collections Manager (CCM)

Job Purpose:

Assist the CCM with the day to day management of warehouse operations
Supervise warehouse personnel to ensure the provision of a professional incoming goods, storage and dispatch service to customers, encompassing both speed and accuracy

Principal Responsibilities:

The post holder will:

1. Assist the CCM with the day to day management of the warehouse
2. Plan and co-ordinate the incoming goods, storage and dispatch of goods in a timely and efficient manner to achieve objectives as determined by the CCM
3. Co-ordinating with transporters and supplies for the dispatch and procurement of goods
4. To ensure effective, safe, accurate and timely stock management
5. Be responsible for ensuring that the quality and service within the warehouse is maintained at the highest possible standards for the customer
6. Organising and ensuring accurate and periodic cycle counts and stock takes
7. Supervise loading and unloading operations
8. Preparing documentation and uploading relevant information and paperwork onto the company's software IT systems.
9. Overall responsibility for all aspects of the effective supervision, training & development, health and safety within the warehouse
10. Implement company's Health & Safety Policy, ensuring safe working conditions and practices

Principal Accountabilities Competencies & Attitudes

Your track record will encompass these skills and demonstrate:

1. 2 years' + recent, relevant supervisory experience, preferably in a Warehouse environment
2. Clean, UK Driving Licence
3. Excellent written and spoken English
4. Experience of managing teams within tight quality and efficiency parameters
5. Proficient in the use of Microsoft Office packages
6. High level of communication, people management and interpersonal skills
7. Excellent planning, organising and prioritising skills
8. Ability to use initiative with a 'can do' attitude with great attention to detail
9. Ability to implement, and ensure compliance with, company policies and procedures
10. Ability to efficiently coordinate workings with internal and external workers of the company
11. Able to work under a minimum supervision within a fast paced environment

The post holder will be expected to undertake their duties demonstrating the following core competencies: A commitment to the company, effective communication and positive influencing skills. a customer-focused attitude, an openness to change, an appreciation of equality at work, a spirit of team working with colleagues across the organisation, At all times working efficiently, effectively and flexibly. Please note - This is a description of the duties and responsibilities of the job at date of publication. The duties may change over time as requirements and circumstances change. The post holder may have to carry out other duties as may be necessary from time to time.

PERSON SPECIFICATION
Depot Supervisor

Please Note. This person specification sets out the essential, skills, knowledge, experience and abilities required in order to effectively carry out this job. The criteria set out below, will be used when assessing your application form and in any of the questions you will be asked if you were called to attend an interview. It will be used to identify your suitability for the job. Therefore, when completing the application form please address these criteria.

Method of Assessment			
X indicates where evidence will be gathered and assessed, it may be gathered from either one, two or all three of the following and may be substantiated by consulting your referees:	Application	Interview Q & A's	Test – N.A
1. Knowledge & Experience			
1. 2 years + supervisory experience in a Warehouse environment	x	x	
2. Driving Licence	x	x	
3. Excellent written and spoken English	x	x	
2. Skills & Abilities			
1. Effective communication, people management and interpersonal skills	x	x	
2. Numerate and literate to a standard which will ensure the success of the job role	x	x	
3. Excellent planning and organisational skills		x	
4. Proficient IT skills	x	x	
5. Ability to use own initiative with a 'can do' attitude		x	
Continued..			

Skills and abilities (continued)	Application	Interview Q & A's	Test
6. Ability to work unsupervised and plan, organise and manage own work to meet deadlines		x	
7. Ability to positively influence others, without being in a position of formal authority, to provide relevant information on time		x	
8. Able to resolve difficult situations professionally and with a positive outcome		x	
9. Skills to effectively communicate with a wide range of people		x	
10. Able and willing to work as part of a team, taking responsibility for own accountabilities whilst supporting and sharing knowledge with others to achieve company goals		x	
11. Understanding the importance of team work		x	
12. Able to anticipate factors likely to cause problems to take initiative to seek out viable solutions		x	
13. Able to act professionally as an effective company representative promoting the image and goals of the company		x	
3. Special Requirements: Competencies and Attitudes			
1. Commitment and a pro-active approach with a focus on results		x	
2. Contributing ideas for company improvements		x	
3. Willing to take responsibility for personal development		x	
4. Willing to work flexible hours as required		x	
5. A commitment to achieving company goals			

