

## **JOB DESCRIPTION**

<b>Job title</b>	<b><i>DC Supervisor - Warehouse Operations</i></b>
<b>Reports to</b>	<b><i>Warehouse Team Managers</i></b>
<b>Location</b>	<b><i>Milton Keynes</i></b>
<b>Key interface</b>	<b><i>Operations Managers / Warehouse Team Managers / Warehouse Operatives / Client Services / H&amp;S / HR</i></b>

### **Job purpose**

To help and support the Warehouse Team Managers to ensure that the Warehouse operation completes the daily workload within the DC and fulfills the Client targets and requirements by monitoring and overseeing the warehouse operatives within the designated team by applying the principles and directions of the SOP's.

To support all Warehouse Team Managers and line management in the completion of their duties and responsibilities. Ensure company standards and rules are applied throughout the warehouse and distribution function. To communicate effectively and efficiently with all key interfaces regarding progress and potential problems, when required.

### **Key duties and responsibilities**

- To learn, understand and to assist with the planning, organisation, management and control of the daily workload of the warehouse operatives allocated to the job holders' area of responsibility.
- To learn understand and to assist with how to monitor and improve the efficiency of the warehouse operatives, ensuring that all possible effort is made to attain targets set by the company and Line management
- To attend and participate in daily briefings and communications with the team to ensure the warehouse operatives are fully appraised of the daily and weekly tasks as they arise
- To assist the operations team with the efficient completion of their work assignments through hands on leadership
- Assist in the training of employees as required, including all New Employees.
- To ensure that Company Health and Safety standards are enforced and upheld throughout the warehouse and associated areas and that any infringement is halted and reported immediately to the appropriate Warehouse Team Manager.
- To ensure that the Warehouse is maintained in a clean and orderly manner and corrective action is taken where necessary
- Carry out all responsibilities in a positive manner showing due regard and respect to all other members of the SEKO team, our customers and all other persons that you may come into contact with in completing your duties

### **Qualifications & Key Skills**

- Good command of the English language
- Experience in supervising people preferred
- Willingness to learn new skills
- Adaptability/ flexibility
- Calm under pressure
- Hands on approach to tasks
- Ability to meet deadlines
- Strong communication and influencing skills
- Good working knowledge of Microsoft packages

### **KPI's**

- Daily targets
- Reporting upwards & escalation
- Health and safety compliance

### **Other Duties**

- To apply and practice unit rules and regulations
- To apply and practice Health and Safety instructions and regulations
- To apply and promote all Statutory requirements as instructed
- Embrace, always demonstrate and promote good customer service
- Undertake a programme of personal development in line with the company process
- To protect and ensure the security of the building and the goods and items within it.
- Undertake any other duty deemed reasonable by your manager

### **Working conditions**

Working conditions may include regular evening and weekend work, shift work, working outdoors, working with challenging clients, and in a highly targeted fast paced environment. The job holder is required to adequately manage themselves in an environment with the pressure of a fast paced and highly targeted work environment and to communicate any excessive pressure or other types of demands.

### **Physical requirements**

This role requires physical attributes due to its nature and tasks. A standard of physical health and fitness is required i.e.:

- Good vision and hearing,
- Ability to stand for long periods of time and/or moving some considerable distance on a daily basis on a hard surface.
- Ability to withstand exposure to areas of heat and cold on occasions
- Ability to carry out some lifting and carrying may be required also working at heights may be required
- There may be a requirement to come in to contact with alcohol and alcohol products.

### **Direct reports**

Warehouse operatives within a particular function.

### **Additional Information:**

This job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Agreement to this job description does not confirm employment status. Employment or worker status will be confirmed alongside all notable terms, within the offer letter and contract of engagement or worker agreement.