

Designer **Contracts**

Vacancy – Warehouse Supervisor

With 250 staff and an annual turnover of over £30 million across 12 regional centres, we are the UKs largest flooring contractor. This is a fantastic opportunity to join our team.

Due to our significant and continued expansion we are looking for the above position at our Regional Office in Chesterfield:

- **£18,500 plus bonus**
- **Permanent, full time**

Job Objective

To ensure the smooth running of all aspects of the warehouse operation so that the Region runs efficiently

The Role

- Manage the Warehouse team and responsible for their performance
- Train, develop and motivate team
- Responsible for ensuring all goods received into warehouse
- Control stock leaving warehouse and all goods in
- Load and unload merchandise
- Responsible for checking goods are correct against delivery notes and purchase orders
- Responsible for ensuring all relevant paperwork is in order
- Responsible for labelling all goods once booked in and ensure all goods are stored in the correct location.
- Ensure all goods are booked in on computer system within 24 hours of receipt into the warehouse
- Organise/rotate and order bulk stock items
- Oversee the selling off of end of line or discontinued products from "in house shop sales"
- Minimise unallocated stock
- Responsible for (where applicable) ensuring fork lift trucks are used as per the risk assessment
- Ensure security of warehouse is maintained at all times
- Ensure customer satisfaction and deal with any issues raised
- Manage the control of waste including minimizing waste product
- Manage subcontractors when collecting goods
- Assist with deliveries

The Person

- Strong team player
- Excellent communication skills
- You should have at least 5 GCSEs Grade C or above, including Maths & English or equivalent.
- Experience of the flooring industry is an advantage but not essential
- Candidates will have the ability to multi task
- Must have a full current driving licence and CSCS

Benefits include, quarterly bonus, 32 days holiday, including 8 bank holidays, contributory pension scheme, healthcare, life cover and staff discount.

If you have the relevant experience and drive to make a real difference and grow our business, send us your CV as well as details of your current salary and package.