

## **JOB DESCRIPTION**

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**ROLE: Supervisor**

**LOCATION: Perivale**

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### **PRIMARY RESPONSIBILITIES**

This role reports into the Warehouse Manager and is responsible for managing the day to day warehouse operation safely, accurately and within appropriate productivity and cost levels. To support site management in continuously improving the operation.

### **SECONDARY RESPONSIBILITIES**

- Driving outstanding levels of service to both internal and external customers, whilst being aware of cost implications.
- Warehouse layout – achieve maximum productivity and operational efficiencies.
- Staff Recruitment/Retention - recruit, train and develop direct reports
- Staff Training & Development Plans – carry out PDP's
- Manage behavioural performance of team members, taking disciplinary action where necessary
- Manage sickness and absence levels and holiday allocation.
- Health & Safety and Legal obligations - adherence to Company policies and procedures & ensure Group H&S policy is implemented and adhered to
- Adhere to MHRA GDP requirements
- Carry out Fire Drill performance
- Carry out Safety Audit results
- Housekeeping
- Ad hoc projects

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- Previous experience in FMCG
- Experience within operational environment
- Preferable experience in Health & Safety training e.g. IOSH Managing Safety qualification.
- People management experience including large teams
- Strong commercial, analytical and communication skills.
- PC and systems literate.
- Ability to work on own initiative and in a team
- Adaptable to change