

Job Title: Warehouse Supervisor

Reports to: Operations Manager.

Company Overview:

The Company, formerly known as Fairford Electronics, was founded in 1982. We are specialist designers and manufacturers of energy saving motor control equipment. Based at Lee Mill, near Plymouth, we serve industrial and commercial markets worldwide, with 85% of our annual sales being exported.

In 2018 Fairford was acquired by Motortronics and has since rebranded to become part of this much larger, worldwide group with premises in USA, St Kitts, South Korea and China.

Today, with a successful track record recognised around the world, we are known internationally as the pioneers of digital soft starters and are still innovating and diversifying our product ranges today.

Job Overview:

The role has the responsibility for all Warehouse/stores activity. The primary focus of this position is to organise and manage the stock between locations whilst ensuring the systems are kept accurate with all movements. The role requires an efficient, well organised and energetic individual to cover the varied and busy tasks – a person who'll have pride in supervising a well-run department. As the business grows, so too will the warehouse space and site locations.

Responsibilities and Duties:

- Prepare and complete orders for despatch according to schedule (load, pack, wrap, label and ship)
- Receive goods in and process warehouse stock (unload, count, label and store) checking for damage and faults and working with the Buyer to update the systems with goods received in.
- Manage stock locations and liaise with the 'Kitter' to keep internal stores replenished
- Perform inventory checks and controls (stocktakes) and keep quality standards high for audits.
- Keep a clean and safe working environment and optimise space utilisation
- Report any stock discrepancies to the manager
- Communicate effectively with co-workers and management, as well as the various shipping companies
- Follow quality standards and comply with all procedures, rules and regulations whilst working to continually improve procedures within your area
- Adhere to all health and safety regulations.

Experience and Requirements:

- Proven previous experience as a warehouse worker/supervisor
- Good organisational and time management skills.
- Ability to work effectively alone.
- Forklift licence desirable
- Computer skills desirable
- Team player

Package:

Salary: Dependant on experience

Starting Date: Immediate

Benefits: Healthcare, Contributory Pension, Life Assurance, 25 days holiday pa