

TOWN & COUNTY

ENGINEERING SERVICES LTD

JOB DESCRIPTION

Job Title	Stores Manager
Location	Pinchbeck, Spalding
Working Hours	Monday – Friday 8:00am-5:00pm Saturday – Scheduled Rota 8am-12pm
Reports to	The Engineering Division Manager
Key Responsibilities:	<ul style="list-style-type: none"> • Overseeing the safe receipt, storage, retrieval and timely despatch of goods and work organised by the team leaders. • Ensuring Health and safety and cleanliness requirements of the working environment are met • Manage the Goods-In, Picking, and Despatch teams - motivating, organising and encouraging teamwork within the warehouse to ensure productivity targets are met • Training and discipline of staff and monitoring their performance and progress • Plan and monitor arrangement of goods within the warehouse • Overseeing stock control using OGL Profit Plus Software and planning future capacity requirements • Making sure stock is stored correctly and safely • Planning work rotas for warehouse staff • Organising recruitment and staff training • The security and maintenance of the warehouse building as well as maintenance, repair and replacement of equipment. • Communicating with other departments, staff groups and customers • Ensuring quality, delivery and budget objectives are met • Briefing team leaders on the issues for that particular day • Overseeing the planned maintenance of vehicles, machinery and equipment
Essential Skills/Competencies/Experience/Qualifications Required:	
<ul style="list-style-type: none"> • Excellent numeracy skills • Good IT skills, particularly using spreadsheets & databases • The ability to plan and organise work schedules • The ability to work under pressure and meet deadlines • Strong decision making skills • Leadership, motivational and team working skills • Good spoken and written communication skills <p>Experience/Knowledge Required</p> <p>Experience of lean manufacturing, continuous improvement or similar production tools within a low volume, high quality warehouse facility would be an advantage</p>	
Policies/Procedures	
<p>I confirm that I am aware of the Companies Quality, H&S and Environmental Policies and that I fully understand their content and my personal responsibilities and accountabilities in relation to these policies.</p> <p>I am also aware that the Company is duty bound to ensure that I work in a safe environment and if this is compromised, I have the right to invoke the Refusal to Work Procedure.</p> <p>▪</p>	

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Signed by Manager:		Date:
Signed by Employee:	Date:	
Name in capitals:		