



JOB DESCRIPTION – WAREHOUSE SUPERVISOR

Are you a Warehouse Supervisor looking for your next role? You will be working in a small, enthusiastic team and must be comfortable leading from the front.

As the Warehouse Supervisor your tasks will include:

- Supervising warehouse activity, including space management, productivity, shipping and customer service
- Strategically managing the warehouse team and holding daily briefings to allocate tasks and discuss workload
- Dealing with customer collections
- Managing all inbound deliveries including unloading
- Managing all outbound deliveries and liaising with national pallet & parcel carriers
- Managing stock control and reconciling with Sage, our data management system
- Management of warehouse essentials, including pallets, wrapping materials, machinery supplies and all other general supplies
- Maintaining health and safety standards around the warehouse, including hygiene and security
- Operating machinery, including forklifts, pallet trucks, wrapping machines, etc
- Managing vehicle fleet maintenance schedules in liaison with drivers and external providers

Skills and experience needed to become the Warehouse Supervisor:

- Solid experience in a warehouse, including team management/supervisory responsibilities
- Excellent communication, organizational and time management skills
- A forklift license
- Own transport is essential due to our rural location.
- Knowledge of inventory, basic equipment maintenance, data entry and computer skills
- There is an element of manual handling involved in this position and as such you should be physically able to perform the required tasks.
- We would expect you to take pride in your work and have a keen eye for detail. You will be working alongside experienced staff who will give advice on current working practises but likewise we are always open to suggestions on ways we might improve efficiencies.

Company Info

We are a privately owned company based 10 miles west of Salisbury and have been supplying the fireplace trade since 1997. We import natural stone & marble fireplaces, multifuel stoves, gas & electric fires, granite, slate and limestone hearths & panels. We carry comprehensive stock of our entire product range and have an in house stone workshop enabling us to produce custom sized items as required. Our customers comprise retail fireplace shops, installers, major house builders and we offer a weekly delivery service on our own vehicles within the South & South West of the UK. For customers further afield we can supply via the Palletways network.

- **Company:** FDC (UK) Limited
- **Address:** Drews Yard, Hindon Rd, Dinton, Salisbury, Wiltshire, SP3 5EH
- **Industry:** Fireplace (trade & wholesale)
- **Job Type:** Permanent
- **Salary:** £25K - £28K pa. dependant on an individual's skillset. Additional benefits are available after successfully completing a probationary period. Workplace pension scheme is available.

The hours of work are Monday to Thursday 8am to 5pm and 8am to 4pm on Friday. As a somewhat seasonal business we would expect some flexibility and additional hours may be required in busy periods. Each day includes a 30 minute unpaid lunch break. We offer 20 days paid holiday in addition to statutory bank holidays. We have a workplace pension scheme which you currently become eligible to join after 3 months and there are other benefits available after successful completion of a probationary period.