

Job Title: Warehouse Supervisor



Salary: £24,000 Per Annum

Location: Avonmouth

Type of role: Permanent - Full Time (40 Hours Per Week)

Qualifications: Minimum 5 GCSEs

Responsible to: Warehouse Manager

A little bit about us:

Home Leisure Direct is the UK's leading Games Room Retailer, based in Elberton, Near Thornbury, North Bristol just 10 minutes from Cribbs Causeway by car.

We handle enquiries from customers looking to spend anything from £200 up to £20,000 on games room products such as pool tables, arcade machines, table tennis, football tables, air hockey, jukeboxes & snooker tables.

Our customers range from families looking to make their homes more fun, businesses adding a break out area, pubs and bars, to celebrity customers, and interior designers.

Main Purpose of Job: The daily supervising and assisted running of a busy distribution centre, developing and processing efficiencies throughout the warehouse and organising the distribution assistants to complete the daily tasks set by the warehouse manager.

Main Tasks of Job:

- Assisting in the daily product picking/Checking of manifests, making sure the daily outbound is prepped and accountable for the delivery teams.
- Document all incoming and outgoing stock, making sure all products are checked, labelled accurately and efficiently.
- Support the Warehouse Manager with ongoing projects and department development.
- Engage in team/individual development.
- Planning/organising daily tasks set by the Warehouse Manager, conducting staff briefings and delegating the relevant tasks required, making sure all allocated tasks are completed and signed off at the end of each day.
- Maintaining equipment/facilities, making sure Health & Safety requirements are adhered to at all times.

- Assisting the warehouse manager with stock counts and audits, investigating discrepancies, producing accurate accounts of stock availability.
- Attend and assist Warehouse/operational meetings, regular feedback on productivity.
- Cover and support, in absence of the Warehouse Manager
- Liaising with other department managers on stock requests and enquiries.
- Problem solving and being resourceful when required.
- Being Flexible to working patterns and Rota's.
- Maintaining clearance stock, making sure all returned items are labeled correctly and are recorded on the relevant section via the stock sheet.
- Adhering to and maintaining all H&S measures within the warehouse environment.
- Constantly promoting a "clean as you go" culture within the warehouse facility.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Other Details:

- 21 days holiday a year, increasing to 23 days after 3 years service, then 25 days after 5 years
- Extra day holiday for your Birthday, plus a cake!
- Quarterly team events, such as Go-Karting, Five-A-Side Football etc.
- Free Parking
- Staff discount
- Perkbox Discount scheme membership
- Bonuses