

Warehouse Supervisor

Job Description

HYDAC was founded in 1963 as an independent provider of hydraulic accessories and is today an internationally established group with over 8000 employees, 50 branch offices and 500 trade and service partners world-wide.

The Warehouse Supervisor will be responsible for the efficient operation of the stores area, including supervising other members of Stores, supplier returns, stock checks & stock rotation, as requested, customer returns and stores organisation.

Role Responsibilities:

- To oversee other members of staff ensuring that where possible all necessary work is carried out according to daily operation of Stores.
- To oversee the organisation of Stores.
- Supplier returns – to pack items to be returned to supplier in accordance with instructions detailed on the release note.
- Allocate and supervise stock checks as issued by Stock Control and work with them to resolve any queries that may arise.
- Assist Stock Control with annual stock take as required.
- Picking parts - ensure that all parts are picked for Production, according to the job tickets issued by the Production Manager or nominee.
- Movement of products - to take products to assembly area from Stores and from Goods-in area to designated stores area as requested.
- Covering of absent staff - carry out cover as necessary.
- Forklift operator - to operate the forklift and other lifting equipment when required to load and unload deliveries.
- To carry out necessary training for new staff.
- Verify material certification & compile certification packs.

Management may, from time to time, require you to carry out tasks in addition to your normal duties, provided these tasks are both reasonable and within your capabilities.

Desirable Education/Training

- Educated to GCSE A to C level standard or equivalent in 5 subjects (inc. English and Maths)

Essential Experience

- Experience of working within a Warehouse environment
- Experience of supervising others

Desirable Experience

- Experience of Stock Control procedures
- Experience of picking and packing to orders
- Experience of working with quality procedures (e.g. ISO Standards)

Essential Skills/Aptitude

- Numeracy and Literacy
- Ability to drive a forklift
- Ability to use a handlift
- Ability to follow instructions
- Ability to work under pressure and to deadlines
- Ability to work as part of a team
- Physical ability for manual handling (lifting and carrying loads of up to 25kg)
- Full driving licence
- Good IT skills using Excel, Word and Outlook
- Excellent communication skills, both verbal and written

Desirable Skills/Aptitude

- Use of SAP
- Knowledge of hydraulic products

Hours of Work:

Monday to Friday - 37.5 hours per week.

Location:

The role will be based at our UK headquarters in Witney, Oxfordshire.

If you are interested in applying for the above position please forward a covering letter and CV, including salary expectations, to recruitment@hydac.co.uk.