

## Warehouse Supervisor/Manager

### The Team at Precision

Precision is an independent digital and marketing solutions company providing data driven and e-commerce solutions to large and small businesses, some of which are household names. This is a hands-on supervisory role, with an opportunity to develop your management skills and be part of our growing e-commerce operation.

### The role

***To manage the receipt, storage and dispatch of print related materials and e-commerce goods on behalf of clients. Processing, control and movement of goods and materials***

- Ensure the effective receipt, storage and dispatch of a range of goods and materials across multiple sites
- Ensure that quality control procedures are in place and adhered to
- Ensure that regulatory storage and stock handling procedures are complied with including temperature controlled storage
- Manage the stock control process including the use of automated and computerised stock control systems
- Processing of stock control and inventory records
- Processing, control and movement of stock/materials
- Liaise with customers, suppliers and transport companies
- Work with colleagues to co-ordinate the movement of stock to and from mail production facilities
- Respond to customer enquiries (internal and external) by email, phone and in person
- Monitor warehousing capacity and plan/manage the warehousing space effectively and safely
- Ensure that safe operating practices are implemented including contributing to risk assessments and development of operational protocols (including safe handling and covid-secure practices)
- Train and supervise colleagues to ensure that correct procedures are followed
- Plan and oversee the maintenance of mechanical lifting equipment
- Oversee the maintenance and operation of warehouse management systems and automated storage and retrieval systems

### Required skills

- Significant previous experience of warehousing and stock management
- Excellent understanding of safe warehousing procedures and management of health and safety
- Forklift license (to include counterbalance and bendi/flexi tests passed in last 3 years)
- High level of competence with warehousing machinery
- Good supervisory skills
- Good communication skills (written and verbal)
- Good accuracy and attention to detail



## Place and hours of work

Precision's headquarters are at Lamdin Road, Bury St Edmunds, where you will be based most of the time. You will also need to visit other sites from time to time and so your own transport will be advantageous.

The working week is 40.75 hours, mostly Monday to Friday with some weekend working. Shifts which involve early starts and late finishes are regularly required. Flexibility in working hours is a requirement of this role.

## About you

It is important to us that you bring your own **uniqueness** to our team. At Precision we never cut corners with staff safety, so you will need to be fully competent with a range of warehousing machinery and will be committed to **safe** working practices. You will need to have good **communication** skills to support colleagues and liaise with customers. You will need to be organised and methodical keeping the **customer** at the heart of what you do.

## What you can expect

At Precision we work hard and play hard. We make sure colleagues have a safe and supportive place to work and we have **covid-secure** procedures and precautions in place.

We have a history of developing our colleagues and like to offer progression opportunities as they arise. We are a dynamic company which has sustainability and the **environment** at its heart. We also take a proactive approach to the **wellbeing** of our teams.

The salary for the role is competitive and takes account of previous skills and experience. Full time roles attract 23 days holiday per year (including 3 to be taken between Christmas and new year) plus bank holidays. We also operate a contributory pension scheme with generous employer contributions.

## How to apply

Please send your current CV and covering letter to [recruitment@precision.co.uk](mailto:recruitment@precision.co.uk)

Your covering letter should tell us what you think you can bring to Precision, your salary expectations, confirmation of your eligibility to work in the UK and willingness to be based at the Bury St Edmunds site. Don't forget to include your contact details.

***We welcome applications from all suitably qualified applicants***

***No agencies please***

