

Supervisor

Company Background

Store-All is one of Ireland's largest supply chain management companies. The company currently manages in excess of 850,000 sq ft of warehousing across 16 locations across 8 sites in the South-East and has its HQ near Belview Port. The company offers custom and integrated (Transport & Storage) supply chain solutions for some of the world's leading Food & Pharma multinationals. The company also provides Document & Self-Storage services. Further sites are being developed to support the business expansion.

Reason for Vacancy

The company has been recently bought out by two managers who have ambitious plans to develop the business. There is currently a requirement for a Supervisor who will report to a Warehouse Manager.

A Day in the Life of our Supervisor

- Delegating tasks & responsibilities to Stock Controllers, Team Leaders, & Warehouse Operatives.
- Management of call out's as per client requirements.
- Planning and resourcing to ensure adequate resources are available to fulfill operational needs
- Conduct interviews as required.
- Performing warehouse inspections and controlling stocks of empty pallets / shrink-wrap / detergents / toiletries / skips.
- Organizing equipment services & repairs, including procuring PO numbers.
- Reporting issues (raising Investigation Reports).
- Actively encourage, participate and promote training and development needs for self and team.
- Ensure all staff complete their Personal Development Plan and encourage them to attend training and seek out development opportunities
- Complete your own Personal Development Plan and actively work to ensure you achieve the agreed goals.
- Integrate into a team environment and receive reasonable instruction from Store-All Managers.
- Adhere to Store-All policies and SOP's at all times.

Key Responsibilities

Operations

- Arranging workload, staff and overtime.
- Delegating tasks & responsibilities to Team Leaders & Warehouse Operatives.
- Arrange the call out roster and complete call out as required.
- Delegating tasks & responsibilities to Team Leaders & Warehouse Operatives.
- Provide cover for stock controller and other supervisors, when necessary.
- Inspecting, and rejecting unsuitable transport units, when necessary.
- Ensuring equipment purchased/hired is received in good order.
- Raising and reviewing Change Control Forms and IR's.
- Accompanying site visitors.
- Ensuring contractor work is completed satisfactorily.
- Performance of cycle counting, as per procedure.
- Complete Probation reviews with direct staff
- Conduct 1:1 periodic appraisal with direct staff.
- Organising equipment service & repairs
- Procuring Order No.'s for purchase/hire of equipment.
- Unlocking/locking of Store-All premises, as required.

Quality

- Comply with GDP, Quality and GDP requirements, as per Store-All SOPs and policies
- Ensure that ISO9001, ISO45001, HACCP, BRC, GDP standards and customer requirements are met at all times and up to date systems and forms are being used.
- Adhere to all company policies, procedures and business ethics codes, and ensure that they are communicated and implemented within the company.
- Ensuring cleanliness of buildings/yards etc.

Training

- Performing training with staff when required.
- Perform/Schedule forklift training with operatives, if applicable.
- Perform/Schedule Manual Handling training with employees, if applicable
- Archiving Old Files.
- Filing.

Health & Safety

- Be aware of Health & Safety compliance. High visibility vest, safety shoes and company ID badge to be worn at all times. Smoking is strictly prohibited in our warehouses, offices & canteens.
- Adhere to safety requirements, as outlined in our procedure and Safety Statement
- Building security & alarms – overall responsibility.
- Ensure that any Health & Safety issues are escalated to management.

Compliance

- Adhere to KPIs and ensuring PM boards are up to date.
- Adhere to all company policies, procedures and business ethics codes, and ensure that they are communicated and implemented within the company.
- Total confidentiality must be maintained in all areas in relation to Store-All client information. No discussion with any client, supplier or third party in relation to other client's or supplier's contents or information is allowed.
- Insuring contractor work is completed satisfactorily.
- Ensuring equipment purchased/hired is received in good order.

Experience

- Manual Handling Certificate.
- Counter Balance Certificate.
- Magaziner Certificate.
- Ride-On Pallet Truck Certificate.
- Reach truck Certificate, where applicable.
- General Units Training Completed, where applicable.
- Pharma Units Training Completed, where applicable.
- Intermediate Computer Skills Required.
- Intermediate Microsoft Office Skills Required.
- Store-All Online Warehouse Management System Training Module Completed.
- Experience as a Store-All Warehouse Operative.
- Ability to integrate into a team environment, and where necessary, to work overtime to achieve a deadline. G.S.K Operative Training Module Completed, as applicable
- SmartPly training completed, where applicable.
- Basic Health & Safety training
- Forklift training course completed, where applicable.
- GDP training completed.
- Manual Handling Trainer Certificate, if applicable.

Benefits

- Discretionary performance bonus.
- Travel expenses.
- Training and career progressions opportunities available.
- Employee Assistance Program.