



## **Nu-Track LTD**

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### **JOB DESCRIPTION**

<b>Job Title:</b>	Stores Supervisor
<b>Department:</b>	Stores Department
<b>Responsible To:</b>	Logistics Manager
<b>Responsible For:</b>	Warehousing kitting and dispatch
<b>Team:</b>	Stores Team

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### **Purpose of Post:**

The stores supervisor is responsible for managing the Logistics Hub with respect to all personnel, inventory levels, goods inwards and goods delivery. The key objective is to minimize shortages to our Production base and ensure material is with optimum presentation and properly packaged to avoid damage. To achieve this, the stores supervisor must monitor Key Performance Indicators and liaise closely with the Production management team and Logistics manager to actively manage the supply chain.

### **Key Tasks:**

1. Overall responsibility for the day-to-day management and control of all parts to production . Kitting, loading presentation and delivery.
2. Overall responsibility for the handling and transport of all finished goods from the stores to the production line.
3. Overall responsibility for minimizing damages to material during storage in the stores and or transport.
4. To act as the intermediary between production and procurement to ensure that all material is available when required.

5. Ensure all rejects from Production are returned to the Stores and sent back to supplier as quickly as possible.
6. Ensure storage areas, lifting equipment, forklifts, and train carriages comply with all Health and Safety legislation and ensure all operators are trained to use the equipment.
7. To develop the concept of the "JIT" Just in Time as the single method of delivery to the customer ( Production)
8. To participate in Management meetings and action critical items.
9. To implement and maintain a 5S program in the stores warehouse..
10. To report daily to the Logistics Manager on issues and material constraints.
11. To manage the Stores Team using the "Management By Planning" philosophy so that each team has a clear view of their roles and responsibilities which will be in line with corporate objectives.
12. To carryout and ensure all necessary maintenance checks on all machinery & equipment and ensure Health & safety best practice within all aspects of the stores.
13. Ensure safe working practice within all areas and be responsible for all employees under your control in this respect
14. To monitor members of the team and manage the performance of individuals within the teams including appraisals, training, discipline, absence and motivation.
15. To ensure the "MBP" results are finalized monthly and discussed with the teams to ensure the top three problem areas are analyzed for improvement.
16. To monitor staffing, overtime and other expenditure parameters to ensure the budget are not exceeded.
17. To monitor inventory levels so that agreed stock levels are not exceeded.
18. To ensure stock accuracy is maintained above 98%.
19. Good inwards: ensure that all deliveries are accepted in a timely manner ensuring safe and efficient off loading and receipts of delivery are accurately reviewed, signed and filed.

20. To ensure incoming materials are monitored in relation to content and liaise with the Quality Department to ensure quality is monitored when required
21. To monitor and record key performance indicators for suppliers and liaise directly with suppliers on critical shortages
22. Excess stock to be monitored
23. Manage stock take every two months
24. Undertake any other duties conducive to the effective operation of the post.

### **Key Tasks: Management of Teams**

1. Provide both leadership and management to current team
2. Manage the performance of individuals within these teams, including recruitment (as appropriate), training and evaluation of training, discipline and motivation and recognition.
3. To effectively motivate the existing members ensuring that each have a clear view of their roles and responsibilities, which will be in-tune with corporate objectives.
4. To ensure that all staff receive annual appraisals and performance objectives and ensure these are reviewed.
5. To ensure team meetings, job chats and open discussions occur on a regular basis

### **Note:**

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities, as may be determined in consultation with the jobholder. It is not intended to be rigid and inflexible, but should be regarded as providing guidelines within which the individual works.

### **SALARY**

A highly competitive salary and package is available for the successful candidate.

If interested in the above, please contact via email - [enquiries@nu-track.co.uk](mailto:enquiries@nu-track.co.uk) or telephone 02894 469550 to request an application form. Date of closure for all completed applications will be Thursday 20th December 2018 at 1.00pm.