

**Role:** Warehouse Supervisor/ Stores Supervisor  
**Location:** Poland, EU  
**Hours of work:** Standard Days  
**Contract type:** 18 month FTC

**Purpose:**

- To supervise all inbound & outbound operational processes, ensuring accurate and timely despatch of customer orders
- Through effective leadership create an engaged workforce dedicated to maximising the efficiency and effectiveness of the warehouse

**Main Duties & Responsibilities:**

- Responsible for day-to-day management of warehouse colleagues, ensuring adherence to operating processes across areas including:
  - Picking
  - Marshalling / Consolidation
  - Housekeeping
  - Reporting and analysis of errors
  - Resolution of queries
  - Daily team briefs
  - Training and driving CI to reduce cost and improve productivity and efficiency and safety via structured CI workshops and shopfloor involvement improvements
  - Health and Safety champion
- Setting goals for performance and deadlines in ways that comply with company's plans and vision
- Organising workflow and ensuring that employees understand their duties or delegated tasks
- Monitoring employee productivity and providing constructive feedback and coaching.
- Undertake proactive performance management of warehouse colleagues under your control to ensure that daily targets are achieved within time & budget constraints
- Take a lead role in identifying & implementing continuous improvement opportunities, focused on delivering inspirational service to our customers using Kaizen and 5s methodologies
- Ensure compliance with all relevant policies and where necessary take steps to address issues
- Ensure Health & Safety is paramount, and that best practice is continually strived for
- Be an integral member of the wider management team supporting, co-operating, and working with others to achieve common objectives
- Maintain T&A system on a daily basis i.e. Holidays, absence, training, etc
- Deputise for site Operations manager in the event of absence/holidays
- Flexible working hours to cover back and night shifts in the event of absence/holiday

## **Knowledge, Skills, Qualifications and Experience:**

### **Knowledge:**

- Demonstrable knowledge of how a warehouse environment operates and its associated process flows
- Knowledge of operating within a continuous improvement environment
- Knowledge of exportation of goods is desirable

### **Skills:**

- Strong people management, motivational and leadership skills are essential
- Ability to think on your feet and make key decisions when under pressure
- Excellent communication skills are required at both verbal and written level
- A pro-active, forward thinking problem solver
- Good PC and analytical skills important
- Knowledge of CI Methodologies such as PDCA, Kaizen, 5S and DMAIC

### **Experience:**

- Significant experience of working in a military environment
- Excellent opportunity for ex- JNCO/SNCO Logistics
- Security Clearance
- Significant experience of setting up a distribution centre environment

For more information or to apply for this role, please email [calum.poulter@tvsscs.com](mailto:calum.poulter@tvsscs.com)