



## *Oxford City Supplies*

### **Job Description 2009**

**Job Title :** Warehouse Manager

**Reports To :** Operations Manager, Managing Director.

**Job Purpose :** To run the warehouse and distribution side of our business to ensure that customer get the right product at the right time.

### **Key Responsibilities and Accountability :**

1. You hold overall responsibility for all goods in and out of the warehouse.  
This involves:
  - a. Checking off stock delivered against orders
  - b. P & Q invoices
  - c. Making sure stock is input onto our system at the correct price
  - d. Making sure that stock is put away in the correct location, in a neat orderly and systematic way to ensure that it's not damaged.
  - e. Making sure that that stock goes out to the correct customers
  - f. Ensuring that picking and loading is done correctly
2. You are responsible for making sure that the day to day tasks are carried out by your team (as stated in their job descriptions). This means that you must lead and direct your team to ensure that they do their jobs and perform to the best of their ability.
3. To ensure that the team hits its performance targets on driver and loading errors and out of stocks.
4. To perform on going stock takes and to adjust the system in the correct fashion accordingly – These must be supplemented by two annual stock takes during June and December – which will be carried out over a weekend, with time taken in lieu.
5. It's your responsibility to handle all returns.
6. You will work closely with Richard in the area of purchasing and assist him if required.
7. You will be responsible for the training and development of your team.

8. You are expected to hold a meeting once every month, the location and time is of your choosing – sometimes the ops manager and or MD will attend to pass on messages or talk directly to the staff.
9. You will be responsible for getting all services, MOT's and Insurance at the best price possible.
10. It falls to you to carry vehicle safety inspections on our vans and our forklift on a weekly basis, these should be presented to the ops manager at his request.
11. You must keep accurate records of maintenance and service and inform the MD of any planned or routine maintenance so he can account for it in his budget.
12. You are responsible for issuing, ordering and dealing with uniform – the staff will be required to wear it and you must insure that they do and that it's clean and tidy. It must all be accounted for.
13. You must assist the Ops manager in ensuring that our H&S requirements are met.
14. It's your responsibility to ensure that the warehouse, tea room, show room, toilets, hall way and outside parking area are kept clean and tidy.
15. You are in charge of serving on the trade counter and the development and training of your team in this area
16. You must check your email on a regular basis (four times a day) and reply and action anything that needs doing.
17. You will be expected to attend regular meetings with the Ops manager and MD, this may involve you presenting information, which you will be expected to have prepared these meetings may overrun outside of the normal working day.

## **Notes**

Your role means that you have to understand what is expected of the drivers and store people by the company and making sure that they fulfil their role on a day to day basis.

You will work closely with the buyer and the operations manager to maintain a smooth operational business.

You are an experienced important member of our team and will conduct yourself in that manner.