

POSITION DESCRIPTION

Role Title:	Branch Supervisor – ESI Frankton
Reports To:	Operations Manager - ESI South Island

PURPOSE OF THE ROLE

To manage and direct store activities in conjunction with the Operations Manager-ESI, to ensure efficient and cost-effective use of facilities for storing and distributing finished products and to ensure prompt delivery of orders and efficient customer-focused site activity.

KEY TASKS	DELIVERABLES
Store Operations	<ul style="list-style-type: none"> • Manage the workflow process to ensure maximum customer focus, efficiency and timely delivery of orders. • Participate with Operations Manager and site teams, in the planning, development and establishment of the local site operations plan, incorporating key performance targets and objectives. • In conjunction with the Operations Manager, monitor performance on a regular basis. • Supervise the receipt, storage and delivery of materials and equipment. • Oversee site operations, prompting a customer driven focus, whilst maintaining accurate and efficient compliance to company systems and procedures which include occupational health and safety. • Review daily Shippable Orders reports and action, • Suggest improvements in store procedures and practices, • Ensure accurate data entry / invoicing. Minimize number of reversal entries and credits due to data entry errors. Strive for excellence to ensure customer loyalty, by exceeding the customer's expectations for service and performance.
Stock Management	<ul style="list-style-type: none"> • Supervise the physical movement of materials to and from the store ensuring effective use of space for storing and distributing materials and goods. • Ensure goods are stored correctly to minimise possibility of damage or deterioration and to ensure they do not present a hazard. • Stocktake and inventory reconciliation, with the support of the Inventory Controller-PowerNet.

	<ul style="list-style-type: none"> • Ensure accurate product coding and inventory control databases, systems, records and stock movements / locations are maintained, with the support of the Inventory Controller-PowerNet.
Health and Safety	<ul style="list-style-type: none"> • Ensure a safe and healthy working environment is always maintained, • Ensure Health and Safety standards, policies and procedures are fully understood and followed at the site, utilizing the Donesafe reporting tool, • Investigate all reported accidents, incidents and near misses as required with the support of the national Health & Safety team and Operations Manager, • Actively participate in and promote safety initiatives.

KEY RELATIONSHIPS

Internal

- Other Sites/Site Team Members
- Inventory Controller-PowerNet
- Operations Manager

External

- PowerNet Project Managers, Depot Supervisors, planners etc
- Other ESI/EDB customers
- Other utility customers
- Potential future customers
- Ex-Customers
- Other Aligned Businesses
- Key Suppliers

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES	
Customer Focus	Effectively meets customers' requirements, builds productive customer relationships, and takes responsibility for ensuring customer satisfaction.
Initiates Action	Takes prompt action to accomplish objectives and takes action to achieve goals beyond what is required; is proactive.
Quality Orientation	Accurately checks processes and tasks to ensure a high standard of output, shows concern for all aspects of the job, no matter how small.
Managing the Job	Effectively manages multiple demands upon time to ensure tasks are completed on schedule.
Builds Trust	Interacts with others in a way that gives them confidence in your intentions and those of the company.
Contributes to Team Success	Actively participates as a member of a team to move the team towards the completion of goals.
Innovate	Generates innovative solutions; explores different and novel ways to deal with problems and opportunities.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED
Technical Competencies <ul style="list-style-type: none"> • Previous warehousing experience, with proven supervisory experience • Strong attention to detail and organisational skills • Knowledge of the ESI industry.

OCCUPATIONAL HEALTH & SAFETY

Physical Consideration

Corys Electrical is committed to ensuring that employees' Health and Safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

Activity	Hazard
Computing	<ul style="list-style-type: none"> • Use of computer monitor • Occupational overuse syndrome
Transport/distribution operations	<ul style="list-style-type: none"> • Moving vehicles • Use of fork hoists
Warehousing	<ul style="list-style-type: none"> • Stacked product/obstacles • Manual handling and lifting • Spillages and slippery surfaces • Chemicals/dangerous goods
Telephone use	<ul style="list-style-type: none"> • Cradling of receiver rather than using a headset.
Driving	<ul style="list-style-type: none"> • Traffic • Road conditions • Fatigue • Mobile Phone Use