

POSITION DESCRIPTION

Role Title: Warehouse Supervisor

Reports To: Branch Manager

PURPOSE OF THE ROLE

To effectively manage the storage and nationwide distribution of electrical and specialist telecommunications products, ensuring efficient and effective warehouse operations, accurate order fulfilment, and timely, reliable delivery to customers and the branch network.

KEY TASKS	DELIVERABLES
Branch Operations	• Ensure accurate inventory control database systems and records are maintained including management of cycle counting and stock-take programmes. • Implement best practise warehouse procedures and practices to cover all aspects of product distribution and storage. • Maintain pickface replenishment with an efficient and ergonomic pickface layout • Ensure inward goods meet required quality standards and specifications • Investigate and implement efficient method of pick pack and storage for new products. • Co-ordinate transfer of goods to and from the warehouse to the branch network • Review rates and services provided by transport companies, selecting those which provide best service at most economical rates and aligned to the business plans e.g. digital, maintain SLA's with the national providers. • Liaise with the functional business units and the branch network to ensure an efficient distribution system is provided for the organisation • Manage all operational activities including processes and people • Ensure efficient, well-organised warehouse services, which provide maximum support to management, branch networks and branch customers • Ensure return logistics are processed in a timely manor and communication is maintained with the network. • Management of product to ensure compliance with legislation regarding dangerous/hazardous goods for transportation and storage. • Management of cycle counting and stock-take. • Support and or lead projects in line with the company's goals. • Ensure all mobile plant is maintained, compliant and staff have the appropriate licences. • Ensure all warehouse activities are cross trained and a high standard is maintained during leave and absence.
Reporting	• Quarterly reporting for KOPIS
Health & Safety	• Ensure a safe and healthy working environment is maintained • Make sure Health and Safety standards, policies and procedures are fully understood • Ensure all Bio-security – containment and transitional obligations

	are met • Ensure appropriate safety standards are maintained in the warehouse. • Ensure all appropriate licenses are in place and current
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KEY RELATIONSHIPS

Internal • Team members • Senior Management Team • Branch Team Members • Branch Manager • Marketing Team • Finance and IT Teams • Supply Chain Team	External • Suppliers • Freight Companies • Temporary labour agencies • Material handling equipment providers and service
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PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES

Influences Others	Appropriately persuades or influences a customer to accept a point of view or take a course of action which directly or indirectly generates sales.
Initiates Action	Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive.
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

Experience / Knowledge • 5 years' experience in a senior warehouse role • Good excel and general computer skill is essential • A tertiary qualification in supply chain management is desirable • A strong knowledge of warehouse H&S requirements • Full, current NZ driver licence and F endorsement

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	• Use of computer monitor • Repetitive strain injury • Occupational overuse syndrome
• Transport/distribution operations	• Moving vehicles • Use of forklifts
• Warehousing	• Stacked product/obstacles • Manual handling and lifting
• Telephone use	• Cradling of receiver • No usage of headset