



## Warehouse Supervisor Vacancy (Full Time)

This is an exciting time to join one of the world leaders in sensory provision. Rompa is an innovative business consistently producing the very best in new, state of the art products and sensory solutions.

Home of Snoezelen and the Winslow and Older Adults brands, we operate throughout the UK and offer a full installation and mail order service to a varied customer base.

We also have over 50 international partners in our portfolio making us a truly global company.

Reporting to our Operations Manager, we are seeking a full time Warehouse Supervisor to work within our warehouse team.

The ideal candidate will have previous leadership/supervisory experience, will be enthusiastic, well organised and willing to take on challenges.

The role will lead and organise a small warehouse function, primarily dealing with incoming and outbound shipments in the UK and international.

The role has specific responsibility for:

- Maintaining a well organised warehouse and supervising a small team of warehouse operatives.
- Supervising, planning and co-ordinating the incoming goods, storage and despatch of items in a timely and efficient manner.
- Monitoring and reviewing key performance indicators in line with departmental targets.
- Leading the preparation, collation and despatch of large international shipments.
- Overseeing picking, packing and despatching and ensuring that daily orders are completed.
- Carrying out a thorough assessment of damaged or returned goods by investigating all related issues to a satisfactory resolution.
- Ensuring effective, safe, accurate and timely stock management to include space allocation, stock transfer and dealing with bespoke products.
- Organising and ensuring accurate and periodic stock takes and cycle counts.
- Ensuring quality procedures and quality targets are strictly adhered to.
- Processing all documentation through complex stock and warehouse management computerised systems and ensuring all documentation is accurately completed.
- Liaising with account managers at various transport and logistics companies to ensure competitiveness of contracts.

It is important to us to make successful recruitment choices and we believe the ideal candidate should possess the following skills and attributes:

- Previous leadership / supervisory experience – three years minimum
- FLT licence and manual handling qualification/experience
- Experience in business improvement techniques
- Ability to work with multiple competing priorities and keep to strict deadlines
- A strong knowledge of health and safety practices and holds a minimum of IOSH Managing Safely certificate
- Dynamic and self motivated personality with excellent communication skills at all levels
- A 'can do' attitude with the ability to bring the team along on the improvement journey
- Enthusiastic and highly motivated with excellent planning and organisational skills
- Practical, assertive and professional attitude with the ability to make confident decisions for the good of the company
- Strong IT skills including working with warehouse management systems
- Good physical condition as heavy lifting may be required

Should you be interested in the above role, please apply to Lisa Wright ([lisaw@rompa.com](mailto:lisaw@rompa.com)) with a covering letter, CV and current salary details. No agencies at this stage.

Applications for this position will close on Friday 22 October 2021.