

Role: Warehouse Manager

Company: Genpower Ltd

Location: Pembroke Dock (SA72)

Salary: Competitive

An exciting opportunity has arisen for a Warehouse Manager to join our team.

Genpower Ltd is the exclusive distributor of Hyundai Power Products for the UK and Irish marketplaces, alongside our own branded machinery ranges available to fulfil worldwide.

Established in 2006, we have grown exponentially and are a leading supplier of quality power products such as garden machinery, generators, water pumps, light construction equipment, pressure washers, power tools and much more across our product range available to an approved dealer (reseller) network and direct-to-consumer ecommerce channels.

As Warehouse Manager you will contribute to an outstanding warehouse operation, deliver the best warehouse standards, contribute to working within a safe environment and deliver with outstanding attention to detail to ensure customers receive the best standards of service. You will also work closely with the Senior Management team to ensure implementation and delivery of the 5S best practice.

Job Responsibilities and Duties:

- Planning, coordinating and monitoring the receipt, order, assembly and dispatch of goods.
- Using space and mechanical handling equipment efficiently, making sure quality, budgetary targets and environmental objectives are met.
- Coordinating the use of automated and computerised systems, where necessary, including wave creation, manifesting orders etc.
- Keeping stock control systems up to date and making sure inventories are accurate including regular and annual stock take.
- Ensuring that completed orders are accurate, well packaged, labelled and delivered according to the agreed delivery date and destiny.
- Ensuring that all couriers and dispatch vehicles are loaded on time and properly manifested.
- Adhering to all warehousing, handling and shipping legislation requirements including dangerous goods shipping requirements and container unloading processes.
- Planning human resource and future capacity requirements alongside HR department.
- Supporting with the training of staff, as well as monitoring staff performance and progress.
- Motivating, organising and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded.
- Producing regular reports and statistics on a daily, weekly and monthly basis for use by the Directors.
- Briefing dispatch team on a daily basis.
- Ordering of consumables such as pallets, skids, materials etc.
- Providing feedback in relation to goods received in from containers.
- Supporting with work rotas, assigning tasks appropriately and appraising results.
- Maintaining standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock is stored safely.
- Establishing goals and objectives for self and team and implementing help accordingly to support job performance.
- Carrying out risk assessments and ensuring all related procedures are implemented.
- Receiving feedback and monitoring the quality of services provided.

Candidates will have gained the following skills and experience through previous roles:

- Strong knowledge of warehouse operations and daily running.
- Good knowledge of health and safety requirements.
- Leadership skills and ability to manage staff.
- Excellent communication skills.
- Strong decision making and problem solving skills.
- Proven ability to implement processes.
- IT literate.
- Enthusiastic, energetic and committed.
- Excellent time management.
- Proven ability to multitask and prioritise.
- Flexible and hardworking.
- Able to work productively, efficiently and effectively.
- Maintains attention to detail and quality.
- Willing to learn, improve and adapt.
- Works with initiative to achieve results.

What's in it for you?

- Competitive salary.
- Private AXA Health Cover.
- Perkbox.
- 20 days annual leave plus 8 bank holidays.
- Increasing holiday allowance with service.
- Career development opportunities

To apply please submit CV and Cover Letter outlining your suitability to careers@genpower.co.uk