



JOB OPPORTUNITY

WAREHOUSE SUPERVISOR

DUTIES INCLUDE:

- Provide leadership and management of the Warehouse team which builds motivation, morale and engagement with Mi3's Core Values.
- Manage the receiving of all materials into the business and all despatches to customers, suppliers and sub-contractors.
- Ensure materials are picked, kitted and delivered to internal and external warehouse customers in a timely manner and in accordance of the requirements of the Mi3 QMS (Quality Management System) using cGMP (Good Manufacturing Practice) methodologies.
- Ensure that Mi3 risk assessments, SSOW's (Safe Systems of Work) and warehouse best practices are being used in all warehouse & logistics activities and that scheduled daily/weekly/monthly safety checks of warehouse equipment are carried out.
- Ensure that FIFO (First-In First-Out) stock rotation policy is used when issuing all materials and that GRN (Goods Received Note) integrity is maintained to provide materials traceability from Goods Inwards to finished product despatch.
- Manage timely adjustment of consumable stocks and monthly counts and reconciliations to ensure that accurate inventory data is available to Planning.
- Manage regular cycle counting activities, assist in the co-ordination of the annual stock take and maintain inventory integrity within EFACS by ensuring that all inventory transactions are completed on a timely basis and identified errors reconciled and appropriate adjustments made.
- Book third party logistical requirements and agency drivers when required.
- Co-ordinate vehicle related safety inspections; MOT's, services and repairs to ensure VOSA compliance. This is to include downloading of vehicle and driver Tachograph data, as per the legal requirements.
- Ensure that health and safety policies, procedures and guidelines are followed and that incidents, near misses and issues identified from 5S housekeeping checks are reported, investigated and appropriate actions implemented.
- Champion Good Manufacturing Practice (cGMP) principles / practices at all times.
- Provide weekly and monthly reports to Mi3 Management as required regarding warehouse and logistics performance and issues.

JOB REQUIREMENTS (ESSENCIAL)

- Previous experience in warehousing and logistics operations within a manufacturing business in a regulated industry and in a supervisory position in a warehouse environment.
- Previous experience of working with UK and European third party logistic companies.

- Demonstrated ability to manage and motivate staff using effective leadership, interpersonal and organisational skills.
- Fork Lift Truck licence and/or Bendi truck license.
- Excellent skills in written and spoken English to facilitate effective communication, reporting and understanding of documents.
- Excellent numeracy skills to accurately count materials and generate summary information such as totals and percentages.
- IT literate and competent in standard MS Office software, particularly MS Excel.
- Good analytical, problem solving and organizational skills with the ability to make decisions under pressure.
- Confident and strong personality who is able to deal with difficult situations calmly.
- Able to work independently and manage requests from several internal customers in a timely fashion.
- Knowledge and understanding of 5S housekeeping procedures.
- Demonstrated knowledge of Health & Safety and Warehouse Best Practice.

To apply for this opportunity, please send your CV to LR@mi-3.co.uk.