

JD001 - Warehouse Manager

What does Sil-Mid do?

Sil-Mid is a specialist supplier of adhesives, sealants, lubricants, and other products to customers in the Aerospace and Aviation industry. Our business serves over 6000 customers in 100 countries and lists over 9,000 products. We operate the highest levels of quality and service and maintain 5-star ratings from our customers.

Job brief

As a company we strive to be seen to be the best and most professional in every sense which also includes the systems and technology we use. We are always looking for the most efficient and effective means of improving processes and workflows.

The Sil-Mid warehouse facility now covers Unit 1 and Unit 2 at Roman Park. The Warehouse Manager is responsible for all activity and operations contained within the warehouse. Sil-Mid operates a "Best in Class" warehouse and the Warehouse manager leads the warehouse team in maintaining that standard and finding ways to continually improve. The Warehouse Manager is responsible for the day to day operation of the Warehouse facility and ensures all requirements for pick / pack and despatch are met.

Environment

The Warehouse is a dynamic, fast-paced environment where you will be working towards set targets. This role is physically demanding so you must be comfortable working on your feet all day.

Key Responsibilities

1) Warehouse Management

- Co-ordinating workflow through the warehouse
- Full analysis of warehouse defect using support cases with a risk-based approach.
- As a responsible key holder you should ensure that the warehouse is fully secure at the end of shift.
- Supporting level 1 to make sure they are exceeding expectations through training and feedback.
- Making sure all level 1 colleagues carry out all tasks in accordance with relevant work instructions/processes.
- Making sure all shipments leaving the building are packed to a high standard in accordance with relevant shipping method (IATA, ADR, IMDG).
- Conducts regular 1-2-1's providing feedback, training and support on personal development plans and achieving objectives
- A 'hands-on' approach on the warehouse floor to ensure staff are trained, driven to achieve KPIs and orders are delivered on time in full.
- Managing, motivating and developing of a small group of team leaders to drive KPIs ensuring orders are delivered on time and in full.
- Promote excellent working practices and positive relationships between all internal departments.
- Driving the culture in the department to ensure a collaborative way of working with other areas within the supply chain and production departments.

2) Health and Safety/ Risk Management

JD001 - Warehouse Manager

- Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- Ensure full and accurate health, safety and environmental training records are maintained.
- Undertaking any risk assessments as required.
- Ensure that all accidents, incidents, near misses and non-conformances are documented, investigated and recommended improvements are implemented.
- Provide regular monthly reports to the Director on relevant health, safety and environmental activities.

Person Specification

Essential	Desirable	Method of Assessment
Training & Qualifications		
<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths. • Computer literate in IT Skills, Outlook Office, email, and phone systems. • Forklift License essential • NBOSH Certified 	<ul style="list-style-type: none"> • BA Honours Degree • Bendi forklift- Desirable 	Application Form/ Interview
Experience		
<ul style="list-style-type: none"> • Experience in working in a warehouse or manufacturing environment. • Experience of stock control and working to deadlines. • Experience of working collaboratively with others to achieve success. • Experience of manual handling and the use of handling equipment. 	<ul style="list-style-type: none"> • Experience of working in the Aerospace, Chemical (or similar) industry. 	Application Form
Skills & Abilities		
<ul style="list-style-type: none"> • Excellent organizational skills • Ability to work under pressure and to deadlines • Ability to prioritise workload • Good verbal and written communication skills. • Capable in the use of computers and computer programs such as Outlook, Word, Excel. • Ability to work as part of a team and on own initiative. • Ability to build rapport with internal and external stakeholders • Proven competence at decision making • Ability to motivate and train others. • Competent using ERP systems, business emails and other computer programs such as MS office. • Competent using a WMS system. 	<ul style="list-style-type: none"> • Warehouse operational management. 	Probation
Personal Attributes		

JD001 - Warehouse Manager

<ul style="list-style-type: none"> • A keen eye for detail and fastidious in task completion. • Demonstrate enthusiasm and a positive 'can do' attitude • Commitment to team and internal customers • Punctual and professional • Willingness to learn and develop 	<ul style="list-style-type: none"> • Flexibility and willingness to work "the extra mile" • Continuous improvement mentality 	Probation
---	--	-----------

Silmid Values

Professional

- We expect you to be professional in how you CONDUCT yourself and adhere to our policies
- We expect professional STANDARDS of dress and housekeeping
- We expect professional BEHAVIOUR to all colleagues, customers and suppliers when representing SilMid

Innovative

- We expect you to suggest innovative SOLUTIONS to improve your individual work process
- We expect you to welcome and appreciate CHANGE as a positive move to improve.
- We expect you to engage positively to our DIGITAL systems.

Customer Focus

- We expect our customers, whether internal or external to be at the forefront of our decision making
- We expect 10/10 CUSTOMER SATISFACTION to be the upmost priority
- We expect ENTHUSIASTIC, engaging, positive customer service

Quality Service

- We expect an EXCELLENT quality of service to be delivered at all times
- We expect ZERO DEFECT
- We expect to deliver SOURCE OF TRUTH

Reviewed Date:		JD001 Warehouse Manager	
Manager		Employee	
Sign		Sign	