

Warehouse Supervisor

Are you an experienced Warehouse Supervisor looking for a new opportunity?
We have a position available to join our Northampton Depot.

We are looking for an individual who is self-motivated, has excellent attention to detail and is keen to lay roots within a company which is growing year on year.

You would be joining an organisation that embraces change, with individuals who are positive, curious, and respect each other, which we believe enables and empowers individual success in people like you.

We currently have an exciting opportunity to join our depot operations team as a Warehouse Supervisor.

The purpose of this role is to supervise of a team of warehouse operatives and co-ordinate all activities that take place in the warehouse to ensure consistent achievement of the volume, quality, and efficiency targets so that Whistl continues to deliver the highest quality, most cost-effective offering for its customers across all products.

Key duties for this Warehouse Supervisor role, will include:

People and Resource Management

- Plan resource allocation according to volume and throughput to meet Service Level Agreement
- Coordinate the activities of a team, delegating and prioritising work appropriately
- Manage staff attendance, conduct, and performance in-line with company policies and procedures
- Train team members on induction, to support personal development and/or performance improvement on the team
- Deputise for the shift manager during periods of absence

Communication

- Brief and debrief team members and colleagues on a daily basis
- Assist in the development of a strong team culture by building effective relationships with colleagues from around the business, sharing information in order to maximise efficiency

- Communicate appropriately with internal and external customers to ensure they are kept up-to-date and informed on operational activities

Process Management

- Managing arrangements of the unloading and loading of deliveries - goods in/out
- Adhere to, maintain, develop, and regularly update all standard operating procedures in the warehouse in liaison with the depot management team
- Ensure compliance with all internal and external regulatory requirements, including (but not limited to): Safety, Health and Environment regulations, Carriage of Dangerous Goods regulations, Data Protection, Information Security regulations

We would welcome applications for this Warehouse Supervisor role from candidates with the following skills: Warehouse, Supervisor, Planning, Coordinating, Training, Communication, Process Management, People Management, IT Literate, MS Office, Health & Safety, FLT, Performance Management, Compliance, Leadership, Warehouse Supervisor.

Benefits

- Enhanced Annual Leave entitlement: starting at 31 days (including public holidays), increasing up to 36 days with long service
- Access to our prestige Benefits and Rewards Portal
- Long Service Rewards: both financial and leave based
- Health Cash Plan
- Life Assurance Scheme
- Career development opportunities: through E-Learning, management development programmes, and apprenticeships in which you can gain professional qualifications during working time at no cost to yourself
- Access to a well-established Employee Assistance Programme provider, who provides support to our people and their families in areas such as their health and wellbeing

Essential Skills

- Strong verbal and written communication skills in order to disseminate information effectively both internally and externally according to audience and situation
- Influencing and feedback skills to support people and process management
- Able to work through and assess issues in a logical way the identify solutions and communicate plans/decisions clearly
- Able to manage own work in order to meet conflicting deadlines whilst maintaining performance standards and a consistent high degree of accuracy
- Competent working with Microsoft Excel and Outlook to record and communicate information
- Able to motivate and develop a team effectively in order to prioritise and organise activities
- For some supervisory roles, a Forklift Truck (FLT) Licence, First Aid, Fire Warden, or relevant Health & Safety training will be required
- Proactively seeks to identify opportunities for continuous process improvement

Desirable Skills

- Typically, we would estimate that it would take at least 3 years' experience within a similar environment to acquire the knowledge and skills required
- Experience of supervising a team including performance management, staff development, disciplinary, grievance, and attendance management
- Flexible and able to work across different shifts and locations on occasion

About Company

Whistl are a delivery management company providing efficient, high-quality, and competitively priced services across Business Mail, Parcels, Fulfilment and Doordrop Media both in the UK and internationally. Distributing more than 4 billion items annually, we are market leaders in Downstream Access Mail (DSA) services handling over 50% of bulk business mail in the UK.

Whistl is a Disability Confident employer and is committed to equal opportunities for all in all of our employment policies and practices.

Due to the nature of our business, this role may be subject to a basic DBS check.

- **Contact:** Smart Recruit Online
- **Reference:** Totaljobs/recroot-227-39017-14
- **Job ID:** 98678746

<https://www.totaljobs.com/job/warehouse-supervisor/whistl-job98678746>

CV

MARIAN MATEI

6 Oliver Close, Rushden, Hertfordshire NN10 0EL ♦ H: 07999703157 ♦ M: 07999703157 ♦ daedric.28@gmail.com

Nationality: Romania

PROFESSIONAL SUMMARY

A passionate and hard-working worker wanting to develop my career in the operations environment. My ambition and enthusiastic energy are motivating me to aim for new challenges and perform my skills. Through my previous job experiences, I have developed a

good set of skills. . Accomplished Warehouse Supervisor with extensive experience in leading target-achieving teams. Shares inspiring leadership and direction to motivate staff and deliver results. Applies Lean methodology to improve processes. Accomplished supply and distribution manager with strengths in personnel management, systems organization and logistics oversight. History keeping materials moving smoothly and on-time with expert management of ongoing operations and special projects. Expert in coordinating dispatching and resolving problems.

WORK HISTORY

Warehouse Team Leader, 03/2021 – Current

Whistl Ltd – Rushden

- Planning and preparation of the day-to-day tasks- maximizing and identifying key skills within the team to ensure that company goals are achieved
- Assisting in risk assessments and safe systems of work
- Responsible for a team of 50-80 workers within the pick/pack department
- Communicate with staff on a regular basis to make them aware of priorities, targets and operational requirements
- Maintained high levels of customer satisfaction, collaborating with customer service to assist in resolving customer issues relating to shipping issues.
- Planned work rotas to optimize team performance and target achievement.
- Forecasted sales levels to determine supply needs.
- Maintained equipment and fleet vehicles to reduce repair costs.
- Analyzed inventory reports to achieve strong product availability.
- Minimized accidents and near misses with rigorous health and safety training.
- Briefed team on productivity targets and process changes.
- Produced statistical reporting to analyze stock levels and movements.
- Monitored junior workforce progress in line with KPIs, implementing further training and incentives where necessary.
- Led Continuous Improvement initiatives to boost productivity and minimize losses.
- Enhanced picking and packing output through targeted team coaching and feedback.
- Improved warehouse layout to maximize storage space.
- Facilitated internal audits and guaranteed regulatory compliance.
- Oversaw stable production lines through strategic resourcing and team coaching.
- Applied Lean and World Class Manufacturing concepts to drive efficiency.
- Delivered performance appraisals to drive team productivity.
- Operated forklifts and low-level order pickers with precision.
- Investigated process faults and devised targeted solutions.
- Inspected weights and quantities of shipments to achieve correct amounts.

- Managed warehouse inventories, suggesting and implementing ideas to improve product movement processes.
- Completed productivity reports for senior management to facilitate accurate measurement of operational performance against warehouse KPIs.

Warehouse Admin, 07/2019 – Current

Whistl Ltd – Rushden

- The safe maneuvering and use of the VNA truck while moving goods in appropriate locations within the warehouse
- High level of numeracy skills in order to achieve the company's target every shift
- Helping out with other several general warehouse duties
- Loaded and unloaded materials on and off vehicles, handling up to 20kg.
- Guaranteed customer satisfaction, conducting visual inspections to ensure finished product met quality standards.
- Operated forklift trucks, including VNA trucks, with 0% incident rate.

Bindery Operator, 09/2016 – 06/2019

Colour Printing - Precision – Telford

- Diagnosed and resolved common problems such as print blemishes and binding problems, suggesting action to prevent repeat incidents.
- Oversaw and performed ground-level operations involved in book manufacturing process.
- Calibrated equipment to reliably produce unique specifications.
- Repaired worn and bindings.
- Set up and monitor machinery .

SKILLS

- | | |
|-------------------------------------|---|
| • Problem solving skills | • Packing and picking |
| • Numeracy skills | • Team leadership and motivation |
| • Verbal communication skills | • Cross-training strategy |
| • Working well under pressure | • Staff performance evaluation |
| • Warehouse operations coordination | • Forklift safety standards |
| • Eye for accuracy | • Stock discrepancy resolution |
| • Forklift operation | • Distribution and warehouse procedures |
| • Warehouse processes | • Shift work scheduling |

EDUCATION

Marian Viorel

VNA Driver Operator Licence Recognising emergency situations, treating conditions and reactions Ensuring appropriate action is being taken at the time of an incident Aware of how to safely administer first aid support

Workplace First Aider Certificate - Provided by Whistl (Rushden)
Alexandru Domnsa High School - Alba Iulia, Romania
First Aider Certificate, 09/2021
Whistl Ltd - Rushden, Romania

ACCOMPLISHMENTS

- VNA & PPT & Contra Balance Driver Operator Course - Licence provided by Whistl (Rushden)
- October 2019
- Driving the VNA truck and PPT (including narrow aisles under automatic guidance)
- Laden and unladed manoeuvring
- Loading and moving the stock around the warehouse
- Ensuring the safety procedures of the overall operation

Cover letter

Date:22.10.2022

I am writing to express my interest in the position as a Warehouse Supervisor at Whistl Fulfilment. I sincerely consider continuing building my career and gain more experience. I am confident that I could be very helpful for the company.

I am convinced that through my previous jobs I gained a lot of experience in working with people and helping the company to achieve its goals.

At my first job at Colour-Printing - Precision I needed to take care of the satisfaction of our employers by offering them training, checking the quality to improve customer experience.

At Whistl, on the other hand, I have got the chance to get to know many more different kinds of people having different nationalities, with different behaviours, and different perspectives.

Working with people and leading them in an effective way might be difficult as man needs to be very patient, understanding, calm and kind and that is exactly what skills and abilities I have gained and developed in working for Whistl.

Aswell being a Team Leader there made me understand how important a good organisation of the team helps to increase productivity and efficiency.

So, in order to succeed, I had to use the forecast to plan the resource, organise the staff in an effective manner and monitor their performance.

I have always wished to make a difference and assure the success of a company by helping its people to give their best at what they are doing.

Marian Matei