



Job Description

Warehouse Supervisor – DWN Redruth

Ref:

Overview

The Dash Group, based in Redruth, provides a diverse range of services to businesses and consumers. Dash Logistic Services offers distribution, fulfilment, vehicle hire and sales and self-storage throughout the South West and beyond, Dash Convenience Stores serve local communities in Cornwall and DWN supplies maps and other fast-moving goods to retailers and consumers across the UK.

We are looking to recruit a Warehouse Supervisor to play a key role in a busy environment providing a prompt and professional service to both internal and external customers. This role will report to the Operations Manager and involve taking responsibility for the warehouse and packing team.

Main Duties & Responsibilities

Warehouse Management

- Overseeing all operational tasks to include;
- Goods in/out
- Stock taking
- Reporting
- Responsible for layout and efficiency of warehouse/stock
- Productivity reporting and improvement
- Reducing postage costs through efficiency
- Maintaining & updating stock system data
- Developing and implementing structured operational policies
- Implement and manage third party fulfilment contracts
- Ensuring availability of adequate resources for continued effective operation, including;
- Staff
- Materials
- Safety equipment
- Operational equipment

Management of Warehouse staff

- Planning and scheduling staff hours
- Training & development of staff
- Submission of sickness/holiday notifications
- Change management

- Monitoring and improving pack performance

Person Specification

Essential

- Hands on approach to leading a team
- Ability to meet deadlines and stay calm under pressure
- Professional with excellent attention to detail
- A good understanding of numbers and margins
- Well organised
- Proactive with a flexible attitude to hours of work
- Previous experience in warehouse supervision including pick and pack

Desirable (but not essential)

- Experience of project management
- Experience of third party fulfilment

Further Information

Reporting to: The Operations Manager, DWN Ltd

Responsible for: Warehouse/fulfilment team

Based: Redruth Site (TR15 3RQ)

Rate of pay: £8.50 p/h

Hours of Work: 30-40hrs Monday-Friday with Saturday by rotation

Holiday Entitlement: 5.6 weeks per year (including Bank Holidays).

Start Date: Immediate

Applications

In writing only with a covering letter, including salary details and CV, to jobs@thedashgroup.co.uk .
Please quote the reference number on your application.

Please note that we cannot accept applications without a covering letter.

Email contact@thedashgroup.co.uk *Telephone* 01209 313130 *Website* www.thedashgroup.co.uk



Dash Group (SW) Ltd
Barncoose Industrial Estate, Redruth, Cornwall, TR15 3RQ
Incorporated in England. Registered No.7909246