

**WINDOW
WAREHOUSE**

Pioneering Service, Quality & Security

JOB DESCRIPTION

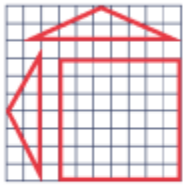
Role	Stores Supervisor (Aluminium Department)
Reporting to	Rebekah MacPherson (Stock/Inventory Manager)
Job Overview	The Stores Supervisor will be responsible for overseeing the Aluminium Stores and warehouse stock, ensuring efficient inventory management and optimisation of warehousing processes.

Responsibilities and Duties

- Processing orders, managing returns and tracking stock/inventory flow.
- Overseeing the goods-in and receipting process.
- Monitoring outstanding orders and chasing suppliers when necessary.
- Reporting missing and damaged stock to the Stock Manager.
- Liaising with the Fabrication Supervisor and Production Co-ordinator to ensure all items required for weekly production are available.
- Supervising and supporting a team of two within the Stores department.
- Maintaining excellent organisation, cleanliness and safety with the Stores and Warehouse environment.
- Implementing and maintaining stores/stock procedures.
- Conducting twice yearly stocktakes.

Essential Skills

- Strong analytical skills
 - Excellent verbal and written communication
 - Hands-on problem-solving skills
 - Organised, with the ability to manage and prioritise tasks
 - Experience in people leadership
 - Excellent time management skills
-



**WINDOW
WAREHOUSE**

Pioneering Service, Quality & Security

- Knowledge of inventory management software and systems
 - Experience in a Stores/Warehouse environment
 - Forklift license preferable
 - Confident at delegating
-