

JOB DESCRIPTION

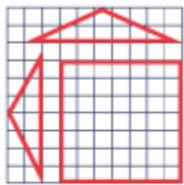
Role	Stores Supervisor (Aluminium Department)
Reporting to	Rebekah MacPherson (Stock/Inventory Manager)
Job Overview	The Stores Supervisor will be responsible for overseeing the Aluminium Stores and warehouse stock, ensuring efficient inventory management and optimisation of warehousing processes.

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



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