

## Warehouse Supervisor - Job Description

**Expected start date:** 01/12/2020

**Salary:** £25,000

**Working hours:** Monday – Thursday: 07:55h – 16:40h (45 min break); Friday: 08:00h – 15:30h (45 min break)

Lazer Lamps Ltd, a global leader in the manufacture of automotive lighting for the Motorsport, Off-Road, 4x4, and Commercial sectors is seeking an enthusiastic and highly motivated Warehouse Supervisor.

You will be joining a focused and successful team, ensuring a continued high level of service is provided to our customers throughout the UK and Europe. The role will predominantly be focused on picking and packing orders, receiving deliveries and general warehouse duties.

Reporting to the Production Manager, you will be responsible for:

- Packing orders into boxes using a packing slip.
- Loading and unloading delivery vehicles, by hand or with a forklift truck.
- Checking deliveries for damaged or missing items.
- Operating a forklift truck to move and rearrange stock, ensuring that products are stored safely.
- Keeping and updating stock records in the system (MS Office).
- Maintaining a clean and well organised warehouse.

### Experience & Qualifications:

- Must have a minimum of 3-year experience as a supervisor in logistics/warehousing.
- Must have experience in picking and packing orders.
- Must have forklift license.
- Must have a meticulous attention to detail to ensure the right products are picked for every order.
- Must have experience in stock control - checking goods in & out, reviewing paperwork & re-packing, stocktaking.
- Must be PC literate (MS Office) and numerate with good communication skills.
- Must have experience supervising people & ability to train others to a high standard.
- Must be capable of managing & adapting to changing priority workloads.
- Must have a positive & proactive, flexible attitude to resolve issues & challenges.

***To apply or for more information, please send your CV & Covering Letter to [rosen@lazerlamps.com](mailto:rosen@lazerlamps.com)***