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## JOB DESCRIPTION - WAREHOUSE MANAGER

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**Job Title:** Warehouse Manager

**Department:** Supply Chain and Logistics

**Reports To:** Supply Chain Manager

### Job Overview

As the Warehouse Manager at Trendie, you will be responsible for overseeing and managing all aspects of warehouse operations, ensuring the seamless execution of tasks ranging from inventory control and order fulfilment to team supervision and safety compliance. Your pivotal role contributes significantly to the organisation's overall supply chain efficiency, guaranteeing that all warehouse functions align with corporate objectives and adhere to the highest safety standards. You will drive operational excellence, foster a collaborative work environment, and uphold the company's values in every aspect of warehouse management.

### Key Responsibilities

- **Warehouse Operations:** Effectively manage and oversee all warehouse activities, including the receipt, storage, handling, and distribution of goods, ensuring accuracy and timeliness in all operations.
- **Team Leadership:** Lead, mentor, and motivate the warehouse team to ensure optimal performance. Develop staff through ongoing training and support to maintain high standards of efficiency and morale.
- **Inventory Management:** Proactively monitor inventory levels, collaborate with the Inventory Planner to maintain optimal stock, and ensure accurate recording of all stock movements.
- **Safety Compliance:** Enforce strict adherence to safety regulations and company policies, promoting a culture of workplace safety and risk minimisation.
- **Process Optimisation:** Continuously evaluate and refine warehouse processes to improve efficiency, reduce operational costs, and enhance overall productivity.

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- **Equipment Oversight:** Ensure the proper maintenance, functioning, and utilisation of warehouse equipment and facilities, coordinating repairs and upgrades as necessary.
- **Performance Reporting:** Compile and analyse data on warehouse performance, including inventory accuracy, order fulfilment rates, and team productivity, and present these reports to senior management.
- **Cross-Department Collaboration:** Work closely with other departments such as Procurement, Sales, and Logistics to ensure smooth and integrated operations across the organisation.

## Qualifications and Experience

- **Education:** A Bachelor's degree in Supply Chain Management, Business, Logistics, or a related field is preferred.
- **Experience:** Minimum of 5 years of relevant experience in warehouse management or a similar role within supply chain and logistics, with demonstrated leadership in managing complex warehouse operations.
- **Leadership Skills:** Proven ability to lead and manage a diverse team, with strong coaching and mentoring capabilities.
- **Technical Proficiency:** Proficient in warehouse management systems (WMS) and inventory control software, with a solid understanding of operational best practices.
- **Organisational Skills:** Exceptional organisational and time management abilities, with a keen eye for detail and the capacity to prioritise tasks effectively in a fast-paced environment.

## Skills and Competencies

- **Problem-Solving:** Demonstrated ability to resolve operational challenges efficiently, with a focus on continuous improvement and innovation.
- **Communication:** Strong verbal and written communication skills, with the ability to interact effectively with team members, senior management, and external stakeholders.
- **Pressure Management:** Capable of working under pressure and meeting tight deadlines without compromising the quality of work or safety standards.



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- **Safety Knowledge:** Comprehensive understanding of workplace health and safety regulations, risk management, and incident prevention strategies in a warehouse environment.
- **Technical Skills:** Proficiency in Microsoft Office Suite, with advanced knowledge of warehouse management and inventory control systems.

## Working Conditions

This full-time role is predominantly based in a warehouse environment, which may involve exposure to physical activities such as lifting, moving, or handling heavy goods. Occasional travel may be required to other company sites or supplier locations, depending on operational needs.

## Key Performance Indicators (KPIs)

- **Inventory Accuracy:** Maintain precise inventory records and achieve high order fulfilment accuracy.
- **Operational Efficiency:** Regularly evaluate and optimise warehouse workflows to reduce operational costs and increase productivity.
- **Safety Compliance:** Ensure that all operations are conducted in strict compliance with safety standards, with minimal incidents or safety violations.
- **Team Performance:** Drive continuous improvement in team performance through effective leadership, training, and development initiatives.
- **Timeliness:** Ensure timely and accurate processing of orders, with a focus on meeting customer and business expectations.

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## **Company Values and Culture**

At Trendie, we are committed to fostering a workplace environment that prioritises efficiency, safety, and collaboration. As the Warehouse Manager, you will play an integral role in upholding these values and driving the success of our supply chain operations. We value innovation, teamwork, and continuous improvement, and expect the same from our leadership.

## **Career Path**

The Warehouse Manager role offers a clear path for career progression, with opportunities to advance into senior leadership positions such as Senior Warehouse Manager, Distribution Manager, or Supply Chain Manager. There is also potential to specialise further within logistics and operations management, depending on your career interests and performance.

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