

# Warehouse and Logistics Supervisor

## Full-time, Permanent

### Job details

**Salary**

£34,000 a year

**Job type**

Full-time

Permanent

### Full Job Description

#### Who are Permal?

Permal is an expanding company, and due to this we are creating over 80 new job opportunities at our site in the heart of Gloucester in 2022. This exciting new phase of expansion means we are looking for talented skilled and semi-skilled individuals from Gloucester and surrounding areas to join us and help us manufacture award winning advanced materials.

Since 1937 Permal have pushed the boundaries of material technology, solved challenging problems and, above all, kept people safe. Our advance materials are used across the world and across multiple industries. We've protected the Royal Navy and safeguarded Underground passengers. We've shielded NATO military convoys and reinforced commercial airline cockpits. Our dedication to precision and performance is constant whether providing the NHS with vital supplies in a crisis or making mission-critical materials for NASA. Decades of experience have taken us from helping the Spitfire to soar to keeping every F1 team on track. We've always risen to the challenge.

#### The Role

As a warehouse and logistics supervisor you will be managing the safe and effective operation of the material stores & receipt and despatch activity by achieving high levels of customer satisfaction through excellence in receiving, identifying, dispatching, and assuring quality of goods within the overall business supply chain. You will be using best practice processes to ensure that internal delivery performance is supported and stock levels & customer OTIF is achieved through professional ERP management and to agreed KPI's.

#### Benefits

- 34 days of annual leave, including Bank Holidays
- 3% Employer Pension Contribution
- Income protection scheme
- Private medical cover

#### Responsibilities and Goals

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching, and assuring quality of goods
- Manage, measure and report the effectiveness of warehousing activities and employee's performance
- Promote a safe, organised working environment
- Organize and maintain inventory and storage areas
- Ensure shipments' and inventory transactions' accuracy
- Communicate job expectations and coach employees
- Determine staffing levels and assign workload
- Interface with customers to answer questions or solve problems
- Maintain item records, document necessary information and utilize reports to project warehouse status
- Ensure cycle counts are carried out to an agreed schedule and reconciled against ERP inventory records
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Confer and coordinate activities with other departments
- Prioritise workload according to business demands

### **Background and experience**

- Proven work experience as a Warehouse Supervisor
- Highly effective supervisory skills and techniques
- Knowledge of warehouse software or ERP/MRP packages and MS Office proficiency
- Ability to input, retrieve and analyse data
- Hands-on commitment to getting the job done
- Excellent communication and interpersonal skills
- Proven ability to direct and coordinate operations
- Strong organisational and time management skills
- This is an expanding role so flexibility is essential

### **Permal is a part of the Diamorph Group**

Diamorph group supply advanced material solutions that ensure high performance and peace of mind in extremely demanding industrial applications and environments. The group consists of several manufacturing companies based in Manchester, Gloucester, Birmingham and Chessington in the United Kingdom, and Horni Briza, Czech Republic, with sales offices and staff in a further four countries.

The Diamorph group engages in development, manufacturing and sales of high-performance products in the areas of fire protection, high temperature process industries, transportation and industrial and military composites and the customers can be found in more than 60 countries.

Job Types: Full-time, Permanent

Salary: £34,000.00 per year

Schedule:

- 8 hour shift

- Monday to Friday

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