



## Eriez Magnetics Europe Ltd

Eriez is a multinational company with our European headquarters having been established in the Caerphilly/Bedwas area for over 40 years. We have a stable and friendly workforce and offer good employment. Eriez is an expanding company having recently purchased an additional factory to ensure our continued growth

Job Title:

**WAREHOUSE CHARGEHAND**

Date:

October  
2017

### 1. SUMMARY OF JOB FUNCTIONS:

To oversee and run a small warehouse, ability to drive change and develop processes to update warehouse systems and drive efficiency. Supervision of a small team dealing with all aspects of warehouse from Goods in to despatch of finished goods. Using lean tools you will develop a philosophy of change. Control of all buildings and yard ensuring housekeeping is maintained

### 2. MAJOR DUTIES AND RESPONSIBILITIES:

- Ensure set KPIs and targets are met
- Ensure all received goods are checked and logged accurately
- Ensure sufficient stock is located and labelled for Production
- Supervise stock rotation
- Ensure despatch is carried out in timely manner
- Carry out seasonal stock planning and stock taking
- Advise Management on any potential problems that could affect work flow
- Creation of minmax levels to ensure correct stocks
- Be aware of stock levels at all times, liaise with Production Manager
- Be aware of security levels and ensure high security levels are maintained
- Ensure staff adhere to all Health and Safety policies
- FLT driving licence, Counter Balance

### 3. ORGANISATIONAL RELATIONSHIPS

- Reports directly to Production Manager.
- Liaise with production staff, maintenance staff and logistics staff to ensure the smooth running of the shift
- Dealing with purchasing to maintain stock levels and change as necessary.

### 4. SKILLS/QUALIFICATIONS REQUIRED

- Understanding of lean principles, have ability to implement
- To be considered for this role candidates should be able to demonstrate a strong warehouse background
- Hold a current FLT Counter Balance licence
- FLT experience within the last 12 months
- Physically fit
- Happy to perform manual labour task if required
- Positive attitude
- Team player
- Must be able to work on own initiative
- Demonstrate experience using stock control management software