

## Warehouse Supervisor

We have an exciting opportunity for a Warehouse Supervisor to join us at our world-class printing site, Standfast & Barracks, based in Lancaster (part of the icon Sanderson Design Group plc). As Warehouse Supervisor, you will be responsible for the effective day to day running of the despatch warehouse, seconds warehouse and surrounding areas including loading/unloading yard as well as supervision of reporting staff and coordination of transport to ensure customer expectations are met.

We're passionate about every aspect of fabric production; from conception and design, right through to manufacturing, taking pride in our ethos which combines the traditional with the innovative. Our heritage is quintessentially British, and we are proud to produce some of the finest quality prints for many design-led home furnishing and apparel brands.

### Responsibilities

- **PRODUCTION/SERVICE**

- Order picking and packing plus stock put away carried out to ensure customer service levels are achieved.
- Follow all established procedures to ensure all receipts are processed accurately.
- Manage the despatch of goods via transport providers within budgeted cost, adhering to Receivers' booking requirements.
- Ensure all personnel are trained in relevant SOPs and signed off as competent.
- Ensure correct stock levels of packaging materials, consumables, etc, are maintained within the warehouse. Ensure accurate stocktake on a monthly basis.
- Ensure all transportation requirements are fulfilled on a daily basis.
- Proactive liaison with Sales to ensure product is on schedule for delivery. Line management & Sales immediately alerted re deviations.
- Handle incoming goods relevant to Despatch & Returns.

- **COST CONTROL**

- Ensure costs kept within budgeted limits.
- Ensure overtime is tightly controlled and within budget.
- Booking of external transport to be done in a way that maximises capacity.
- Record all deliveries made by external transport for analysis.

- **CONTINUOUS IMPROVEMENT**

- Continually look for more efficient ways of working.
- Apply problem-solving techniques to identify cause & effects of problems.
- Report any problems & recommend solutions. Apply & monitor solutions.
- Attend training & development workshops.

- **SAFETY**

- Safety responsibilities for the Despatch Warehouse and surrounding areas, also including the seconds warehouse.
- Ensure all staff are aware of the Company's Health & Safety Policy and work in accordance with defined standards.
- Ensure all accidents are immediately reported to the Supply Chain Manager & Health & Safety Advisor.
- Report any near miss/hazardous occurrence immediately to the Supply Chain Manager & Health & Safety Advisor.

- Ensure all Forklift Truck (FLT) Drivers adhere to all safety requirements, including mandatory wearing of seat belts whilst driving FLT's and daily checks carried out.
- Ensure Risk Assessments available for all areas & operations within reporting areas & are reviewed & updated. Before any new task is performed a new risk assessment and SOP are written and agreed with the Supply Chain Manager. Ensure all personnel are trained in all risk assessments for the area.
- Participate in Health & Safety audits & raising of Near Miss reports. Ensure a regular monthly audit is carried out. Ensure health & safety improvement plans are actioned.
- Ensure appropriate standards of health & safety & general housekeeping are maintained. Make recommendations to the Supply Chain Manager.
- Ensure all staff are fully trained or work only under supervision until training is completed. All new/transferred employee are inducted.
- Ensure vehicle safety checks are carried out as per required schedules for heavy goods vehicles.
- Safe FLT operation & use of mechanical aids. Safe manual handling of product.
- All personnel to hold appropriate FLT and Mechanical Handling license & operate safely in the workplace. Follow all safe procedures re use of FLT and mechanical handling equipment.
- This is a physically demanding role, requiring manual handling, moving & splitting pallets.
- **HOUSEKEEPING**
  - Ensure good housekeeping standard set and maintained without prompting for all responsible areas. Ensure safe working environment is maintained.
  - Ensure stockholding goods are located in relevant warehouse on a daily basis.
- **QUALITY**
  - Ensure SOP & quality documentation followed. Quality standards continuously monitored & corrective action taken.
  - Monitor returns & ensure paperwork & returns correspond. Monitor delivery information, stockholding, call off & picking list information.
- **LEADERSHIP**
  - Lead by example.
  - Create & maintain high morale.
  - Maintain effective discipline.
  - Attitude & attendance exemplary at all times.
  - Set & maintain high standards.
  - Establish & maintain good communications with team & with other departments.
  - Be aware & comply with internal procedures & employment legislation.
  - Carry out GOALS reviews.
  - Learn ADP & support Supply Chain Manager with administration of time & attendance system.
- **TRAINING**
  - Advise of any training/development requirements regarding reporting staff to achieve set targets.
- **PERSONAL DEVELOPMENT**
  - Assess your own performance & identify strengths & weaknesses.
  - Attend training & development activities.
  - Obtain appropriate qualifications.
- **PERSONAL STANDARDS OF PERFORMANCE**
  - Agreed action plans are implemented within agreed timescales.

- Reliable & responsive, a team player.
- A consistent, helpful & constructive attitude is displayed.
- A high level of attention to detail is demonstrated.
- Openness to change in working practices to evolve efficiency.

## **Skills & Experience**

- Experienced FLT Counterbalance driver.
- Experienced with large quantities of administration/paperwork.
- Supervisory experience.
- Good level of IT competency.
- Good communication (verbal & written).
- Warehouse experience as operator.
- HGV load planning (pallets onto vehicles).
- Physically fit as physically demanding role.

To apply, please send your CV to [jobs@sandersondesigngroup.com](mailto:jobs@sandersondesigngroup.com)

## **About us**

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, begun life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms. Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.