



## WAREHOUSE SUPERVISOR TEESDOCK



### The Company

PD Ports, based in North East England, is one of the UK's major port groups backed by a multi award-winning logistics business, specialising in Portcentric logistics.

### The Role

Reporting to the Contract Manager, the overall purpose of the role is to provide supervisory support to a team of Warehouse Operatives, ensuring health and safety practices are adhered to and ensuring contractual needs are met and exceeded.

Duties of the role include:

- Overseeing loading and receipt of product
- Ensuring Health and Safety Procedures are in place and are adhered to
- Instructing warehouse staff on the correct procedures for receiving, storing and processing orders and despatching goods
- Ensuring that the correct storage method procedures are in place
- Coaching warehouse staff
- Conducting Warehouse Team Meetings
- Conducting Tool box talk reviews
- Carrying out and implementing Risk Assessments and Safe Systems of Work
- Updating performance reports
- Investigating accidents and reporting general incidents
- Creating reports including KPI Reporting – damage reports, safety briefs, defect reports, MHE utilisation report, delivery OTIF, MPG's, Engineering internal reports (plant labour and inspections) Individual operational performance including picking accuracy and productivity rates
- Reporting of safety database information and EMS
- Reviewing training requirements
- Carrying out ISO and Customer Audits
- People Management including time keeping, investigations, absence management, disciplinary processes, drug and alcohol compliance
- Ensuring forklift trucks are safe and operated by instructed operators
- Development of team members skills

## Benefits

- 25 Days Holiday (Subject to shift pattern)
- Internal training and Safety Passport Training/ On-going training and assessments
- Sick pay scheme
- Cycle to work scheme
- Full uniform provided
- Employee Assistance Program for personnel support (health, finance, etc.)
- Company pension scheme (up to 6% company contribution)

## The Candidate

To apply for the position the candidate must have previous experience working within a warehouse environment, 4 C+ GCSE's including core subjects, counterbalance truck licence and a Level 3 management qualification preferably warehouse related (or commitment to complete based on offer of employment). The candidate must also hold a full driving licence. Must have an understanding Health, Safety and Environmental legislation relevant to the role, including an understanding of risk assessments and safe systems of work

The candidate must be an analytical thinker, customer orientated, with good problem solving and team leading skills. They must have excellent organisational skills and able to work to strict deadlines.

If you are interested in joining the team at this exciting time, please submit a detailed C.V. outlining your relevant skills & experience along with a covering letter to:

**PD Ports**  
**Group HR Department**  
**17-27 Queen's Square**  
**Middlesbrough**  
**TS2 1AH**

Or via e-mail: [hr.admin@pdports.co.uk](mailto:hr.admin@pdports.co.uk)

Closing date: **10<sup>th</sup> June 2022**

