

Job Title: Warehouse Manager

Location: Egham

Role Overview

proAV is currently on the look-out for a Warehouse & Logistics Manager to oversee our Warehousing operations and related departmental processes.

Key Responsibilities

- > The efficient running of the Logistics/Warehouse department
- > Reporting / realigning projects / product forecasts
- > Ensuring customer enquiries are dealt with efficiently and in a timely manner
- > Oversee stock movements and stock takes
- > Oversee team time and attendance to include implementing shift patterns to meet the business needs
- > Set and manage efficient stock levels/locations
- > Investigation of stock shortages
- > To ensure departments are kept informed of any events that may have a negative impact on the supply chain
- > Co-ordinating with suppliers and internal stakeholders where appropriate
- > Developing the business by analysing logistical problems and exploring solutions

Desirable Skills

- > People management skills
- > Ability to lead and motivate a team of people, delegate work and explain ideas
- > Working knowledge of AV products
- > Valid forklift truck license
- > Ability to work on a tactical and strategic level
- > Proficient in Microsoft Office

Additional Skills

- > Excellent oral and written communication skills
- > Teamworking skills
- > Highly organised and good at planning and problem solving
- > Accuracy and attention to detail
- > Flexible working approach – warehouse may need to operate shift patterns
- > Ability to work under pressure and to tight deadlines

Further Details

- > **Salary:** Dependant on experience
- > **Reporting to:** *Operations Director*
- > **Department:** *OPS: Warehouse*
- > **Hours:** Full-time, 40 hours per week, flexibility required

Contact

Luke Adams
Human Resources

e: hr@proav.com

t: 01786 487000

