

## **WAREHOUSE MANAGER**

### **Job Description**

HYDAC Technology was founded in 1963 as an independent provider of hydraulic accessories including filtration, accumulators, valves, manifolds, coolers, and electronic sensors. Today we are an internationally established group with over 8000 employees, 50 branch offices and 500 trade and service partners worldwide.

Reporting directly to the Managing Director, the Warehouse Manager will be responsible for the smooth running of the warehouse and warehouse personnel. The Warehouse Manager will also be responsible for the daily receipts/shipments to and from HYDAC Companies and HYDAC customers and suppliers.

#### **Key Responsibilities:**

- To directly manage the Warehouse Supervisor and Despatch Clerk, ensuring that all necessary work is carried out according to the daily operation of stores.
- To oversee the organisation of stores and despatch.
- Regular liaison with the Warehouse Supervisor to ensure best practise, a safe environment and adequate staffing levels are always maintained.
- To ensure that new and existing staff are adequately trained and that training records are kept up to date.
- Organise schedules for iHasco training of staff.
- Arrange Forklift, Pedestrian Stacker and other relevant training and refresher courses, for staff, when required.
- Carry out Return to Work interviews and Personal Development meetings when required.
- Manage the use of Forklift Trucks, Hand Lifters etc. to ensure only trained and authorised personnel can use these.
- Liaise and work with the Health and Safety Manager to ensure that relevant legislation is adhered to.
- Maintain the program for dealing with JCB internal rejects, including provision of reports as required.
- Administer returns related to JCB internal rejects.
- Collate information in respect of despatch and picking discrepancies.
- Processing of inbound and outbound product certification.
- Management may, from time to time, require you to carry out tasks in addition to your normal duties, provided these tasks are both reasonable and within your capabilities.

#### **Essential Requirements:**

- Experience of working within a warehouse and office environment
- Experience of managing people
- Excellent communication and people skills
- Experience of dealing with customers via phone and e-mail
- Ability to work under own initiative
- Ability to work under pressure and to deadlines
- Computer skills
- Attention to detail

- High level of accuracy
- Numeracy and literacy
- Driving licence

**Desirable Skills:**

- Experience of using SAP
- Experience of working with quality standards
- Experience of ISO 9001 Standards
- Experience of managing budgets

**Hours of Work:**

The Warehouse Manager will work 08:30 to 17:00 Monday to Thursday, and 08:30 to 16:00 Fridays, 37.5 hours a week.

**Location:**

The role will be based at our UK headquarters in Witney, Oxfordshire.

If you are interested in applying for the above position, please forward a covering letter and CV, including salary expectations, to [recruitment@hydac.co.uk](mailto:recruitment@hydac.co.uk).