## **Warehouse and Stock Manager – Job Description**

## **The Company**

SOFA Project is one of the UK’s leading re-use charities. Dedicated to providing low cost furniture, appliances and clothing, we divert re-useable bulky waste from landfill whilst raising awareness of re-use among our customers and donors.

We are also a leading member of the Reuse Network, a national body for over 300 UK community organisations re-using furniture and appliances for the alleviation of poverty and helping to reduce materials going to landfill.

## **Role Purpose**

To ensure the efficient running of our warehouse by effective supervision and motivation of staff and managing stock levels and flow into & from our retail stores. To work closely with the Retail Manager & CEO to determine new avenues of stock.

## **Reports To**

The Warehouse and Stock Manager role will report to the CEO.

## **Job Overview**

## **Responsibilities and Duties**

The role holder will be part of the SMT and will be responsible for day to day management of the warehouse and staff/drivers. A key KPI will be to maximise reuse and minimise waste in line with our charitable objectives & KPIs, helping to ensure curated stock is provided to our Retail operation by liaising with the Retail Manager.

This is a hands-on role which will require line management & effective motivation of staff, providing direction, coaching, training and performance management including supporting, developing & training vulnerable staff and placements.

Other operational responsibilities include:

* Receiving goods and checking into the warehouse accurately
* Supervision of white goods processing
* Checking for damaged or missing items and resolve where issues are identified
* Ensuring that goods are picked accurately, pallets are built safely and that goods are placed in correct storage bays
* Achieving KPIs and job standards set out by CEO
* Accurate and up to date record-keeping of stock, cross function communication within our stock management PC’s system
* Providing first level reporting of goods provided by contracted partners
* Ensuring that the warehouse is organised to high standards, is clean, tidy and safe with high levels of Health and Safety maintained, any necessary checks carried out as necessary
* Carrying out stock checks and provide reports/analysis as required
* Carrying out equipment checks regularly and order replacement tools and workwear when required
* Ensuring that stock is easily accessible and prepared ready for despatch
* Ensuring Warehouse Operatives and Drivers are clear about their tasks and responsibilities and carry them out within required timescales and to the required standards.
* Ensuring the security of the stock and the physical premises including our vehicles

**Person Specification**

In order to be successful in this role, the ideal candidate will have:

* Minimum of three years previous experience of Warehouse management/supervision
* Strong commitment to Reuse & recycling of household & other items
* Strong alignment to the Company’s values & philosophy including that of the rehabilitation of offenders and ex-offenders
* A commitment to Equal Opportunities
* A good standard of Maths and written and spoken English
* Ability to work in a highly organised manner and to tight timescales and deadlines
* High standard of computer literacy (Microsoft Office, Outlook, Social Media)
* Adaptable and flexible work approach, open to change and to drive change forward
* Great people management and motivational skills – able to develop and maintain strong working relationships
* Ability to articulate well and welcome visitors & funders to premises.
* Current forklift truck licence
* Qualifications in NEBOSH/ IOSH (desirable)

*The above is an indication of the scope of the role, however it is not limited or restricted to the above tasks. Please note that this role is subject to a DBS check which will be made at the company’s expense.*

**Salary Band**: £22-24K pa (depending on experience)

**Hours**: Full time, 37 hours pw. Monday – Friday

**Based**: St Phillips, Bristol

**Application:** By CV & covering letter emailed to [npeck@sofaproject.org.uk](mailto:npeck@sofaproject.org.uk). Postal copies will

not be considered. Closing date 30th April 2019