



## Job Description

**Job Title:** Warehouse and Logistics Manager

**Reporting to:** Head of Operations

**Location:** Swansea - UK

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### **Job Purpose::**

Responsible for the all inventory and logistics processes to ensure all UK and European based EMEA events have sufficient and correct inventory and collateral on time and to the required quality.

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### **Main responsibilities and accountabilities:**

- To be responsible for all items entering and leaving the warehouse.
- To be responsible for inventory management and required quality of all stock items.
- To be responsible for the accurate preparation of pick list items for timely shipment to all UK and European SANS EMEA events.
- To liaise with third party logistics providers to ensure an effective supply chain.
- To ensure Warehouse H&S Policy and Procedures are up to date and followed

### **Inventory and Warehouse**

- Effective management of the EMEA warehouse and all related processes
- Maintain stock availability in order to fully support all events, be they Live events, Summits, Schools or Trade events, across the UK and European Mainland.
- To purchase and replenish all non-event specific stocked items as needed.
- Quality control of all items entering or leaving the stores. Ensuring all stock is of a suitable quality.
- Bi-annual inventory counts.
- Work closely with EMEA Events Managers and Technical Manager/Operations Technicians to ensure all events have the correct stock via Pick List execution.
- Identification of any stock shortages, providing guidance and solutions to EMEA event staff, and replenishing as necessary.
- Monitoring of all inbound and outbound supply chain processes and making improvements where needed.
- Management of Inventory and Warehouse Operative(s) in accordance with Health & Safety policy, including all visitors to the warehouse.
- Identification and implementation of cost savings where possible.

### **Logistics**

- Management of outbound and inbound Event Shipping Schedule with third party logistics provider.
- Management of all EMEA staff that use the shipping schedule to ensure details are entered onto schedule in good time to assist with the planning of resources.

- Point of contact for all transport queries.
- Liaison between logistics supplier, EMEA staff and suppliers.
- Management of all ad-hoc transport requests from EMEA staff.
- Ensuring stock is ready for despatch as per the Shipping Schedule or ad-hoc requests.
- Dealing with any logistics and transport issues that arise.

### **Warehouse and Office Purchasing/Invoicing**

- To liaise with the Contracts and Procurement Manager regarding the purchase of event specific and non-event specific warehouse items/stock.
- Work with finance to progress invoices of the above in accordance with relevant business process.
- Interim responsibility - To liaise with the assigned Swansea Office Manager to execute purchases of office supply equipment as required e.g:
  - execution of office consumables requisitions to source and purchase as required e.g. photo-copier paper, ink, office stationary etc
  - process office consumables purchase invoices, working with Finance to allocate costs appropriately.

### **PERSON SPECIFICATION**

#### **Requirements:**

- Quality focussed, with attention to detail and high levels of service and quality to meet direct and end customer expectations.
- Experience in the following processes and accompanying paperwork:
  - Warehouse management, including Health and Safety
  - Purchasing
  - Goods-in/good-out
  - Stock management/inventory counting
  - packing/unpacking
  - quality inspection
- Good knowledge of asset tracking and standard Inventory business applications.
- Experience in logistics and supply chain distribution, and accompanying paperwork.
- Excellent communication skills, and a willingness to go the extra mile.
- Good IT skills, including use of MS programs such as Microsoft Excel and Word.
- Ability to work under own initiative but also within a team.
- The ability to adhere to tight timescales and prioritisation of work is essential.
- Punctual and flexible with regards to working hours.