



bookspeed

Warehouse Supervisor

Bookspeed is an imaginative, energetic and very customer-focused place to work. Everything we do is geared to our customers' success because we can only thrive if they do.

We are a book wholesaler distributor. Our customers come in all shapes and sizes, from big multiple retailers to small owner-run businesses; from quirky gift shops to grand castles and country houses. Our mission is to make it easy for each of them to buy a range of products that is appropriate to their offer and that really contributes to the colour, style and themes of their store. But, most importantly, a range that sells!

We've been doing this for over 30 years and we're good at it because we love doing it.

The Vacancy

Bookspeed has a vacancy for an energetic, imaginative, and highly organised individual with warehouse experience to assist the Management team in the running of our very busy warehouse and its team of experienced operatives. Your job is to make sure that the daily tasks we get are processed as quickly and efficiently as possible. Experience of supervising small teams would be an advantage. We use Business Central for all functions of the business and experience of this or a similar system would be an advantage. Full training will be given.

Responsibilities:

You will be working in a team that flexes depending on seasonal workflows. You will be expected to liaise with your line manager for daily duties and will be responsible for assigning tasks to the team of warehouse assistants. You will be expected to work in close collaboration with the Warehouse Management team to ensure resources and expertise are shared across the business. Responsibilities will include;

- Goods Inwards
 - Both performing the duties and supervising others to ensure they are done speedily and properly
 - Overseeing the organisation of the department so the daily tasks run smoothly and efficiently
 - Motivating a team of operatives and keeping the work rate up
 - Scanning in stock
 - Putting stock away
 - Reorganising shelves to accommodate new ranges
 - Process customer returns
 - Dealing with any problems that occur when receipting stock
- Goods outwards
 - Both performing the duties and supervising others to ensure they are done speedily and properly
 - Overseeing the organisation of the department so the daily tasks run smoothly and efficiently
 - Motivating a team of operatives and keeping the work rate up
 - Booking orders in with customers via phone-email-online portals. Good telephone manner required. You may have to liaise with the customer's distribution centre to book orders and resolve problems
 - Allocating orders to staff
 - Overseeing stock returns
 - Picking quickly and accurately
 - Packing securely to ensure boxes are within weight guidelines and the goods will not be damaged in transit



bookspeed

- Peak time shifts - In order to maximise the space in the main warehouse we may be spreading the workload throughout a longer day by operating a shift system for at least the last three months of the year. This will not mean longer working hours but you will be required to either start and finish earlier or later so that you can supervise the work of your shift.
- You will be required to be a key holder to open the Business up in the absence of other key holders.

Terms and Conditions

Bookspeed is an equal opportunities employer. Full-time staff receive 32 days holiday per year, pro-rata for part-time staff.

This position is full time, 37.5 hours per week on a permanent basis. Working hours are Monday to Friday; from 8am to 4pm but the warehouse will be open for longer hours than that on a shift system depending on the season. Full-time staff have two paid breaks of 15 minutes each and an unpaid break of 30 minutes at lunch-time. Overtime is sometimes available but cannot be guaranteed and is paid at time and half for any hours worked beyond your contracted weekly hours.

Applicants can apply via email to: recruitment@bookspeed.com

Salary

£23,210 per annum.