

Job Description

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| Role Profile: | Warehouse Team Leader |
| Reporting to: | Production Supervisor |
| Location: | Southampton |
| Date: | June 2021 |

Why you would want this role?

Established in 2007, **INDO Lighting** is a pioneering manufacturer of Direct Drive LED street and horticultural lighting systems, bespoke retrofit solutions, induction lighting equipment and lighting control systems. Using advanced technologies to improve lighting performance, yield higher energy savings, deliver greater value and reduce environmental impact we offer solutions for interior and exterior applications in both commercial and public amenity environments. Delivering the majority of our products into the UK and continental Europe, we are established as the innovative supplier of choice for our customers and experiencing significant growth in new and emerging markets.

What are we looking for?

We have an exciting opportunity for a Warehouse Team Leader to join our team in Southampton. Responsible for the coordination of all daily activities associated with the receipt of goods, preparation of inventory kits for manufacture, pick/packing and despatch to meet and exceed customer expectation and demand. A key member of the operations team; liaising with internal and external customers, managing and assigning workload to ensure efficient and safe handling of product with commitment to individual and team development and an aspiration for personal growth.

What will you be doing?

- Drive a safety and continuous improvement culture - adhere to, and ensure others adhere to, Health and Safety rules and requirements, 5S and lean tools
- Conduct routine safety checks such as daily forklift inspection checks and pre-shift inspections; report and correct unsafe behaviour and condition events
- Support associates to ensure all processes are carried out to Standard Operating Procedures
- Provide leadership and support to associates, identifying priorities, targets and goals for success
- Coordinate Goods-In, Picking, Packing, Despatch and Returns tasks to achieve on-time delivery
- Report progress updates, key achievements and concerns to leadership
- Assist the planning of operational requirements due to changes in workflow and demand, ensuring resources are used effectively to maximise efficiency
- Ensure stock is correctly located and stock movements are recorded accurately on ERP system
- Conduct routine stock checks and cycle counts to ensure inventory accuracy
- Communicate with customers, teamINDO and suppliers to coordinate logistics support
- Support Risk Assessment and maintain safety controls; ensure processes are effectively managed
- Support Rapid Problem Solving and structured root cause analysis investigations
- Create and update standard work instructions
- Delegate for team members as required to ensure business continuity is maintained
- Champion continuous improvement activities, promoting change and improvement
- Act as trainer and coach to others, encouraging a learning environment

You Have

- Valid Reach Forklift licence
- Experience loading/unloading from vehicles as well as pallets to aisle racking
- Ability to motivate and inspire others
- Team leadership experience within a warehousing environment; at least 2 years preferred or can demonstrate readiness for role
- Good communication skills, both written and oral – able to interact at all levels of the business
- Attention to detail and right first time mentality
- Ability to absorb information quickly, identify risk and make appropriate decisions
- Experience of using KPI's and reporting performance to team and leadership
- Capacity to quickly build and maintain successful relationships
- Good IT skills – proficient in MS Office and experience on ERP/MRP systems
- Analytical and numerically confident
- Structure and organisation in your approach to work and leadership of others
- Good task management and presentation skills
- Continuous Improvement mindset
- Worked within a lean manufacturing environment – experience of lean tools is desirable

We Value

- Ambitious, self-motivated, hardworking, results focussed, problem solver with a positive outlook
- A natural forward planner who critically assesses their own performance
- Balanced focus between short term achievement and long-term development
- Recognition that improvement is a behaviour – a way of life
- Integrity and trust, accountability to do the right thing, always
- Teamwork and Diversity, collaboration and inclusion to create common goals and ownership