

# Job Description

**Job Title: Goods In and Stores Manager**

**Grade: Hay**

**Department: Logistics / Manufacturing**

**Reporting to: Internal Sales and Logistics Manager**

**January 2021**



## **1. Scope:**

The Goods In and Stores Manager is responsible for managing the goods in and stores teams to ensure production is supplied with the right materials at the right time, as cost effectively as possible.

Main duties include:

Ensuring Health and Safety processes and procedures are adhered to and improved in order to minimise risk and eliminate incidents and accidents.

Responsible for ensuring departmental KPIs are met, including completion of cycle counts in line with schedule and meeting and exceeding booking in, put away and picking targets.

Improving stock accuracy through the implementation of stock control measures in the stores and production areas.

Manage Forklift Truck and racking requirements, maintenance and inspections through third party companies

Drive employee engagement and satisfaction through motivational and inspiration leadership and use of performance management techniques when required

The position involves liaising with suppliers and other departments within the business, supporting them, while working to achieve individual departmental targets and goals in support of KPM's revenue and inventory targets and operational goals for on-time customer order fulfilment.

Analysis of complex data sets to help determine strategies based on supply chain and material characteristics and to justify feasible business solutions to improve total cost of ownership

The role requires leading and participating in key supply chain improvement projects such as implementing VMI, consignment stock, Kanban pull systems and replenishment systems with min / max stock levels, as well as investigating and implementing storage improvements

## **• Duties & Responsibilities:**

Staff Management

Responsible for the goods in and stores team comprising team leaders, stock controller and material handlers.

#### Company Requirements

- To ensure all risk assessments and safety audits within the goods in and stores areas are completed in line with the required schedule and are correctly documented
- Actively encourage hazard identification and timely completion of improvement actions
- Identify and drive reductions in forklift truck movements in the factory
- Sign off incident / accident reports, ensuring the relative actions identified resolve root cause and are implemented in a timely manner
- Drive 5S improvement activity
- Document all departmental processes and procedures and ensure effective training against these
- Ensure completion of cycle counts in line with SAP schedule and timely completion of stock check requests by the stock controller
- Coordinate and manage the investigation of stock discrepancies, interrogate SAP to identify root cause
- Implement long-term corrective actions to eliminate stock accuracy issues, assigning tasks and training to the relevant department/s
- Track plan changes caused by stock losses and using pareto method focus resource on the main issues
- Appropriate management of lineside stock, including identifying and maintaining min / max stock levels to ensure availability of parts with no stock outs
- Optimise picking processes, consider single piece flow from stores through to production
- Measure, analyse and improve booking in, putaway and picking efficiency and accuracy
- Identify opportunities for warehouse storage improvements
- Ensure the correct storage of materials in all warehouses
- Keep manager up to date with any roadblock issues
- Attend and contribute to daily production meetings
- Develop detailed, comprehensive baby A3s for the goods in and stores areas and stock accuracy with improvement actions linked to departmental KPIs and present at the monthly strategy review meetings
- Explore opportunities for VMI and / or outsourcing of kitting activities. Work with suppliers to implement long term viable solutions. Justify recommendations backed up by comprehensive data analysis
- Identify system improvements particularly WMS and barcoding opportunities to improve stock control
- Using knowledge of lean principles implement Kanban pull systems using runners, repeaters, strangers methodology where appropriate
- Management of the forklift truck fleet and control system
- Management of racking maintenance, safety features and requirements
- Analyse staff requirements, ensuring the correct levels are in place and justify additions to team and raise required paperwork
- Ensure roles and responsibilities within team are correctly identified, maintained and aligned with relevant skills matrices
- Enable and ensure process compliance in the team
- Assist the Manager with budgetary tasks and goals. Work to budget and identify and act upon opportunities for improvement.
- Other tasks relevant to role required to meet departmental goals

#### Authority Levels

- Recruit personnel.
- Investigatory meetings.
- Disciplinary hearings.
- Enact the 'stop/go' procedure.
- Organise on/off the job training.
- Sign off purchase requisitions to appropriate release level in line with the departmental budget.
- Set departmental budget

Other Relevant Information

- Attend relevant job training as required
- UK & Overseas travel may be required
- Deliver tool box talks and team briefs – H&S, Quality, Productivity
- The job holder will be trained to IOSH Managing Safely
- Provide cover and support the Manager when require

**2. Key Contacts/Relationships**

The Goods In and Stores Manager is expected to forge effective, professional and strong working relationships with all internal key stakeholders within the business and with KPM UK members as well as suppliers and auditors

**REMEMBER...WE ARE ALL RESPONSIBLE FOR THE HEALTH AND SAFETY OF EMPLOYEES AS WELL AS OURSELVES. SAFE WORKING PRACTICES SHOULD BE ADHERED TO AT ALL TIMES.**

I have read and understood the above job description set out in respect of my job role, and I agree to adhere to them at all times.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**Person Specification**

**Please indicate essential and desirable attributes you would look for in a suitable candidate:**

<b>Essential</b>	<b>Desirable</b>
<u>Qualifications:</u> Degree educated	<u>Technical Mastery:</u> Strong knowledge of SAP

<p><u>Logistics Experience:</u></p> <p>Proven experience in a similar role, has delivered similar projects on time and to budget e.g. VMI</p> <p>Strong people manager, possesses leadership qualifications such as ILM, Covey</p>	
<p><u>Excellent Leadership/Collaboration Skills:</u> Must be able to effectively work across organisational boundaries and influence all levels to deliver breakthrough results. Key in building relationships with all stakeholders</p>	<p>Experience in a manufacturing environment.</p>
<p><u>Excellent Problem-Solving/Communication Skills:</u> Must be able to integrate data and intuition to identify potential issues, root cause and eliminate. Must be an effective listener and possess the capability to succinctly make issues/problems transparent. Must respond proactively rather than reactively in all aspects of work</p>	
<p><u>Technical / Organisational Skills:</u></p> <p>Must be able to effectively set and change priorities. Excel knowledge using formulae, pivot tables and macros.</p>	
<p><u>Committed to Results:</u></p> <p>Works in a committed and focused way. Displays strong ownership for actions, successfully resolves problems to deliver on time, high quality results.</p>	

To apply please email a copy of your CV to [kthomson@kawasakihydraulics.com](mailto:kthomson@kawasakihydraulics.com)

Closing Date – Friday 29<sup>th</sup> January 2021