

Warehouse Supervisor

Salary Range: £29,825 - £50,354

Location: Harrietsham, Kent



The Story:

Established in 1976, Bedfont is an award-winning medical technology company based in Harrietsham, Kent. Its breath analysis medical devices are exported globally thanks to its network of carefully selected distributors.

The Challenge:

Healthcare is evolving and the market for breath analysis monitors is expanding. Bedfont are looking for hard-working, like-minded, and passionate individuals to join the Bedfont Family to help achieve its goal of innovating healthcare worldwide.

The Benefits:

- 25 days paid holiday plus bank holidays
- Private healthcare
- Optical allowance
- Pension scheme
- Bonus scheme
- Hybrid Working
- Employee Assistance Program
- Rewards App
- Social events
- Well-being warriors
- Bike-to-work scheme
- Employee awards
- Free on-site parking
- Training & Development Opportunities
- Uniform

Your Mission:

As a Warehouse Supervisor you will be responsible for coordinating the daily warehouse and global despatch activities in a busy and hands on Operations Department. You will be working in a small team and supervising the Warehouse Operator. You will also take a lead role in monthly stock counts and annual stock takes.

Roles and Responsibilities:

- Processing, picking, packing, final invoicing and arranging delivery of customer orders
- Liaising with sales/production/couriers to troubleshoot and resolve issues ensuring cost and delivery efficiency
- Liaising with sales/production/Senior Stock Controller to ensure orders are dispatched on time
- Maintaining concise warehouse and despatch records
- Completing quality checks on incoming goods and ensuring correct storage conditions are met
- Ensuring accurate stock management through LV software
- Taking a lead role in annual full stock takes
- Taking a lead role in monthly stock counts
- Coordinating the delivery and collection of exhibition equipment and goods
- Supervising the Warehouse Operator including performance appraisals and interpersonal issues
- Being an advocate for Health & Safety with responsibility to ensure all regular safety checks are complete on racking, warehouse environments and machinery
- Completing trend analysis of all incoming goods quality and reporting poor quality to the Supply Chain Manager and QA

In addition, employees may be required to undertake other duties as may reasonably be required of them. In these circumstances training will be given where it is considered.

Bedfont® Scientific Ltd.

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Qualifications:

Although this area of work is open to all with relevant experience, candidates with experience or qualifications in the following would be advantageous:

- Warehouse experience
- Forklift license
- Customs clearance experience
- Dangerous goods training or experience
- Medical device manufacturer knowledge
- Supervising a small team or warehouse

Valuable Expertise:

- Being systematic and accurate
- Self-motivated and willing to be flexible
- Excellent communication skills, as well as the ability to work well within a team
- Ability to work well under pressure, to tight deadlines and whilst maintaining a high level of customer focus
- Logical thinker
- IT literate
- Ability to supervise a small team

Bedfont[®] Scientific Ltd. does not and will not discriminate in the recruitment or managing of staff on the basis of race, colour, religion, gender, age, disability, marital status, sexual orientation and more. We are an equal opportunity employer and Bedfont[®] regards every employee as a member of the Bedfont[®] family and is committed to providing a fair, safe, diverse and welcoming atmosphere. Our application process has been designed so that everyone is able to demonstrate their skills and how they meet the criteria required for the job advertised. If you are interested in applying for this role, please visit <https://www.bedfont.com/careers> to apply.

Our family, innovating health, for yours.

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