

## Person Specification



### Warehouse Supervisor

**Hours:** 35 hours per week (flexible, Monday - Saturday)

**Salary:** negotiable

	Essential	Desirable
Qualifications/ Training	Full current and clean driving licence; PAT Testing Qualification; Competent in use of IT to assist with scheduling of collection/deliveries.	Supervisory qualification
Work Experience	Experience of working within a warehouse environment; Experience of supervising staff; Scheduling of daily vehicle runs.	The ability to work with management to assist with the future development of the organisation
Knowledge/Skill Ability	Knowledge of Health and Safety in the work place; Knowledge of fire safety regulations; Moving and handling knowledge; Able to delegate effectively; Able to use own initiative; Customer focused; Correct aptitude and attitude to work.	First aid certificate  Knowledge of working within the charity sector
Health and Physical Attributes	Applicant should be physically fit; Excellent attendance.	
Interpersonal and Communication Skills	Good listener; Able to communicate well with staff and customers; Ability to work under own initiative or as directed; Able to understand and follow instructions.	