

ANIMAL HEALTH DIRECT LIMITED

KEY RESPONSIBILITIES FOR WAREHOUSE POSITION

JOB TITLE: Warehouse Manager

REPORTING TO: Managing Director

Objective: To support the company in achieving exceptional customer service, by dispatching sales orders in a fast, accurate and reliable manner, as well as managing the efficiency of warehouse operations by ensuring all products are well maintained and presented for our customers.

Also assisting the Business Manager in ensuring inventory levels are maintained within identified targets, and inventory variances are within acceptable levels.

Key Areas:

1. Dispatch orders accurately in a fast, reliable and 'delivery safe manner, ensuring required documentation processes are completed. Enter details into system as required
2. Assist customers as required
3. Prepare freight documentation and label outgoing stock as needed, plus delivery dockets
4. Ensure product quality is maintained by ensuring suitable storage, and quality presentation
5. Manage product expiries, ensuring product is dispatched on a First In, First Out basis
6. Receipt stock in accurately, maintaining required documentation to support inwards receipting processes, and entering into system as required
7. Advise Business Manager of any inconsistencies between inwards documentation and product received
8. Record inventory movements as necessary and enter into system as required
9. Decant product following AHD internal decanting policies, ensuring product quality and presentation is maintained. Accurately complete decanting documentation or load into system as required
10. Ensure the warehouse is tidy, and complies with Health & Safety Policies. Ensure all warehouse equipment and shelving are in good working order, and operations are in a safe and compliant manner
11. Complete annual and ad hoc stock counts as required, assisting Business Manager in ensuring inventory variances are within acceptable levels
12. Ensure adequate packaging and dispatch materials and supplies are maintained, including product packaging, packing materials, courier bags and miscellaneous supplies

13. Assist with Inventory Management to assist in minimizing Out of Stocks
14. Inventory control, including accurate recording of product batch numbers and expiry dates, plus warehouse locations
15. Complete track and trace enquiries from customers if required
16. Inventory forecasting, including raising Purchase Orders in system after discussion with Business Manager/CEO then sending to suppliers
17. Any other duties as required