



Job Title: Materials Supervisor
Company: Gill Instruments

Company

The Gill Group is an ambitious, privately owned technology product group of companies based in Hampshire and has embarked on a growth plan, involving significant investment and continuous improvement.

It has a reputation as a world leader in its field as a manufacturer of high quality sensors used by some of the most demanding customers in meteorology, agriculture, road and weather, motorsport, utilities, marine and defence across the globe.

The Gill Group is made up of four companies;

- Gill Research & Development is an engineering company committed to product innovation with a focus on developing proprietary measurement technologies to solve challenging market problems.
- Gill Instruments is focused on providing ultrasonic anemometer and weather station products to the meteorological and commercial weather measurement markets.
- Gill Sensors & Controls is a leading manufacturer of specialist level sensing, oil condition, position sensors and engine control products focused on the off-highway, process control, utilities, motorsport and defence markets.
- Labcal provides specialist calibration services, with over 20 years' experience providing UKAS accredited calibrations in a wide range of parameters

Position Summary

The purpose of this role is to support the effective co-ordination, planning and improvement of stores and warehouse operations to meet delivery schedules and quality expectations. The key to this is the ability to manage and motivate a team and drive the right behaviours and discipline whilst also creating an environment where staff feel engaged and able to contribute to continuously improving performance.

Duties include:

- Responsible for the warehouse, stores and despatch team, develop cross-training to cover between sites. There will also be a requirement to support the Goods In team in close partnership with Quality.
- Maintain inventory accuracy, report, investigate and action discrepancies.
- PI and Stock counting, establish, report, investigate and action discrepancies.
- Work cross-function to identify and achieve cost reduction / performance improvement targets.
- Assist the Purchasing department to ensure Kanban, bulk issue and line side stock levels are maintained at the appropriate levels
- In partnership with the Purchasing department develop, support and implement methods to improve material flow throughout the business.

- To ensure the team are compliant when handling regulatory documentation, for example Export Controls, MSDS, REACH, CofC, DSEAR etc...
- To ensure the team are trained and work within health and safety regulations, and develop 5S and LEAN throughout the work areas.
- Undertaking relevant alternative duties as required by the Company.
- Supports the overall co-ordination and planning of Warehouse activities
- Monthly reporting on materials against agreed KPI's

Roles & Responsibilities

- Oversee and organise the day-to-day running of the site
- ensure that the team maintain the high levels of service and work towards our goals of accuracy, safety and efficiency
- maintain relationships with our courier partners and work closely with Logistics Coordinator
- strive for improvements in all areas of our warehousing, ranging from security, cleanliness and organisation to physical layout of the inventory.
- Continuous improvement to ensure effective and efficient delivery of materials
- have a flexible approach and be able to react to inevitable changes in a growing business
- ensure the highest levels of health, safety and hygiene are upheld
- be a qualified forklift driver is desirable
- be a hands on person who likes to lead by example

General Skills, Knowledge & Experience required:

- Manufacturing experience required
- Excellent people management skills
- Confidence as a team leader
- Previous experience of warehouse management
- Excellent knowledge of warehouse processes
- Good computer/warehouse management system knowledge
- Positive attitude and problem-solving skills
- Ability to handle difficult and sometimes demanding customer expectations

Reporting Structure:

Materials Supervisor –

A position profile does not imply that the duties stated are the only ones to be performed by the incumbent. Employees will be required to follow any other reasonable job-related instruction as requested by their line manager or a Company Director.