

## POSITION DESCRIPTION

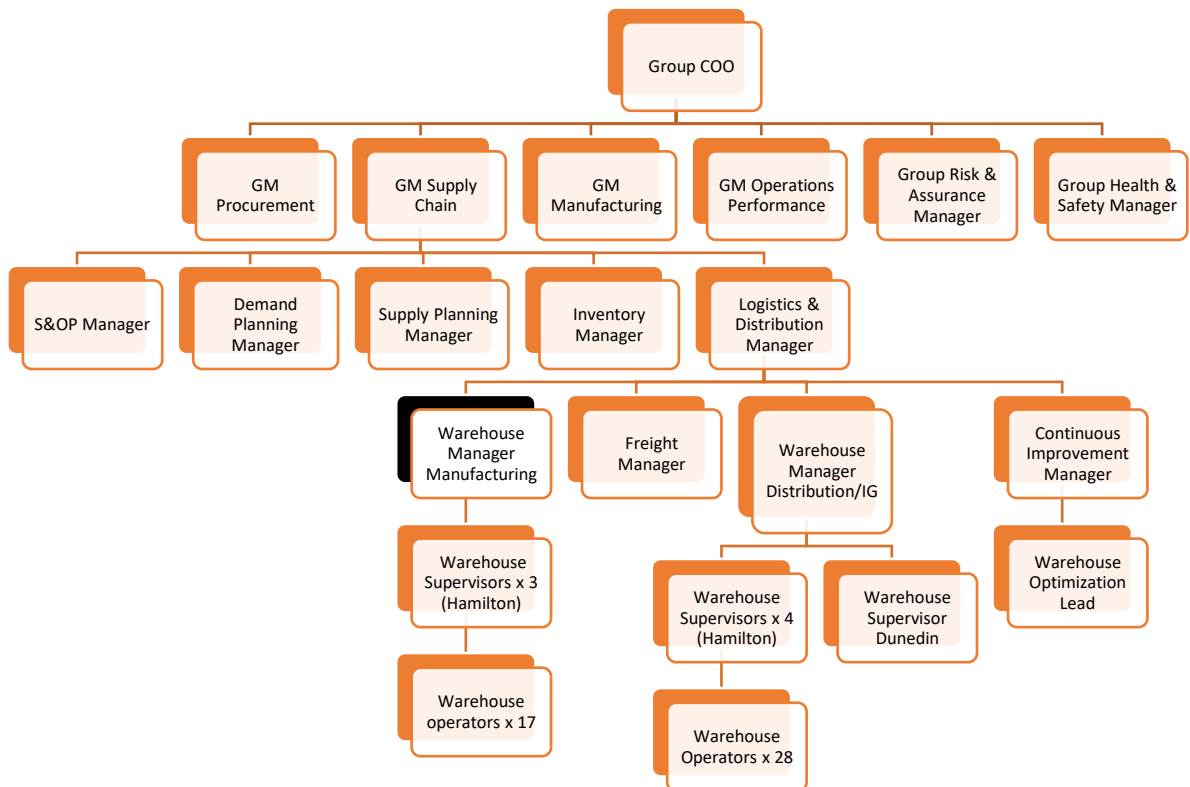
<b>Position Title: Warehouse Manager – Manufacturing</b>	<b>Direct Manager: Logistics &amp; Distribution Manager</b>	
<b>Budget Responsibility: N/A</b>	<b>Direct Reports: 3</b>	<b>Indirect Reports: 17+</b>

### WHAT YOU'RE HERE TO ACHIEVE

The Warehouse Manager - Manufacturing is responsible for leading and managing all warehouse and storage operations relating to Production requirements in Hamilton, New Zealand.

Reporting to the Logistics and Distribution Manager, this role involves overseeing a team of warehouse staff, ensuring the efficient movement of goods, optimizing warehouse processes, maintaining high standards of safety and accuracy, and managing materials replenishment onto the production lines.

### WHERE YOU'LL FIT IN #TEAMGALLAGHER



### WHO YOU'LL BE WORKING WITH

<b>INTERNAL RELATIONSHIPS</b>	<b>EXTERNAL RELATIONSHIPS</b>
Warehouse Manager – Distribution/Inwards Goods,	Suppliers

Warehouse - Continuous Improvement Manager, Production Managers, Production Staff, Wider Supply Chain team	
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## WHAT YOU'LL BE DOING

Key Accountability	Outcomes/ Expectations
<p><b>Warehouse activities:</b> <i>Ensure the efficiency and effectiveness of Manufacturing warehouse operations</i></p>	<ul style="list-style-type: none"> <li>• Align warehouse operations with business objectives, Health and Safety requirements, and production schedules.</li> <li>• Maintain efficient materials replenishment into staging areas and production lines.</li> <li>• Supervise and coordinate all warehouse activities, including receiving, storage, staging and picking.</li> <li>• Ensure that goods are handled efficiently, accurately, and safely.</li> <li>• Optimize warehouse layout and storage configurations to maximize space utilization and efficiency.</li> <li>• Maintain organized and well-documented storage locations.</li> <li>• Enforce safety policies and procedures to maintain a safe working environment.</li> <li>• Conduct regular safety training and audits to ensure compliance.</li> <li>• Collaborate with quality assurance teams to ensure product quality and consistency in storage and handling.</li> <li>• Address any quality issues that may arise within the warehouse.</li> <li>• Ensure all traditional picking and flexi bin stock replenishments happen on time and in full.</li> </ul>
<p><b>Control &amp; Analysis:</b> <i>Monitor and analyse data, identifying trends and variances to ensure effective warehouse management</i></p>	<ul style="list-style-type: none"> <li>• Generate regular warehouse reports, including stock levels, inventory accuracy, storage capacity, pick accuracy, and employee productivity.</li> <li>• Drive meaningful conversations when metrics fall outside agreed “guard rail” parameters.</li> <li>• Provide warehouse-related information and analysis to support decision-making.</li> </ul>
<p><b>People Leadership:</b> <i>Motivate, inspire and empower the team to achieve high performance</i></p>	<ul style="list-style-type: none"> <li>• Set clear expectations and goals / OKRs / KPIs with an alignment to group strategy.</li> <li>• Provide regular, constructive feedback on delivering to expectations.</li> <li>• Hold yourself and others accountable for performance delivery and behavior aligned with values.</li> <li>• Develop clear, measurable and sustainable Leader Standard Work templates for all direct reports.</li> <li>• Seek support, coaching, and guidance to support your leadership journey and to create a positive people experience.</li> </ul>

	<ul style="list-style-type: none"> <li>• Address issues early and escalate to Manager and / or People Business Partner as needed.</li> <li>• Welcome feedback from others and invest in yourself so you can be the best you can be.</li> <li>• Support organizational development initiatives that motivate, engage, grow and retain the team e.g.: upskilling/ training, high potential growth opportunities, cross-functional work opportunities, recognition and reward programmes etc.</li> <li>• Develop a strong relationship with People Business Partner / Advisor to adopt a collaborative approach to optimizing people opportunities and addressing people challenges.</li> </ul>
<p><b>Process improvement:</b> <i>Identify areas for improvement and implement strategies to enhance warehouse performance.</i></p>	<ul style="list-style-type: none"> <li>• Analyze existing processes and systems and relevance of current practices.</li> <li>• Actively seek ways to enhance processes and systems.</li> <li>• Streamline operations to reduce costs and improve supply chain performance.</li> <li>• Use data to identify trends, patterns, and areas for enhancement, to generate informed and evidence-based adjustments and improvements.</li> <li>• Foster a culture of continuous improvement by involving all team members in the process of identifying and implementing change.</li> <li>• Encourage feedback, ideas, and suggestions from team members and promote a collaborative approach to problem-solving and innovation.</li> </ul>

Including any other duties not specified that may be required to complete the role, and as requested by the Reporting Manager.

## HOW YOU'LL BE DOING IT

### Qualifications and / or Experience:

- Relevant qualification in supply chain management, business, or a related field.
- Proven experience in warehouse management or related roles.
- Proficiency in warehouse management software and tools, SAP WMS preferred.
- Knowledge of warehouse operations, safety standards, inventory control, and export regulations.

### Skills / Competencies:

- Ability to analyze complex logistical issues and develop effective solutions.
- Proficiency in data analysis to make informed decisions and optimize warehouse processes.
- Strong written and verbal communication skills to collaborate with internal teams, external partners, and customers.
- Effective time and task management skills to handle multiple responsibilities and meet deadlines.
- The capability to lead and manage a team, set priorities, and delegate tasks effectively.

# Protect what matters most.

Our purpose and our values apply to our extended Gallagher family including our employees, customers, partners and community.

