

## POSITION DESCRIPTION

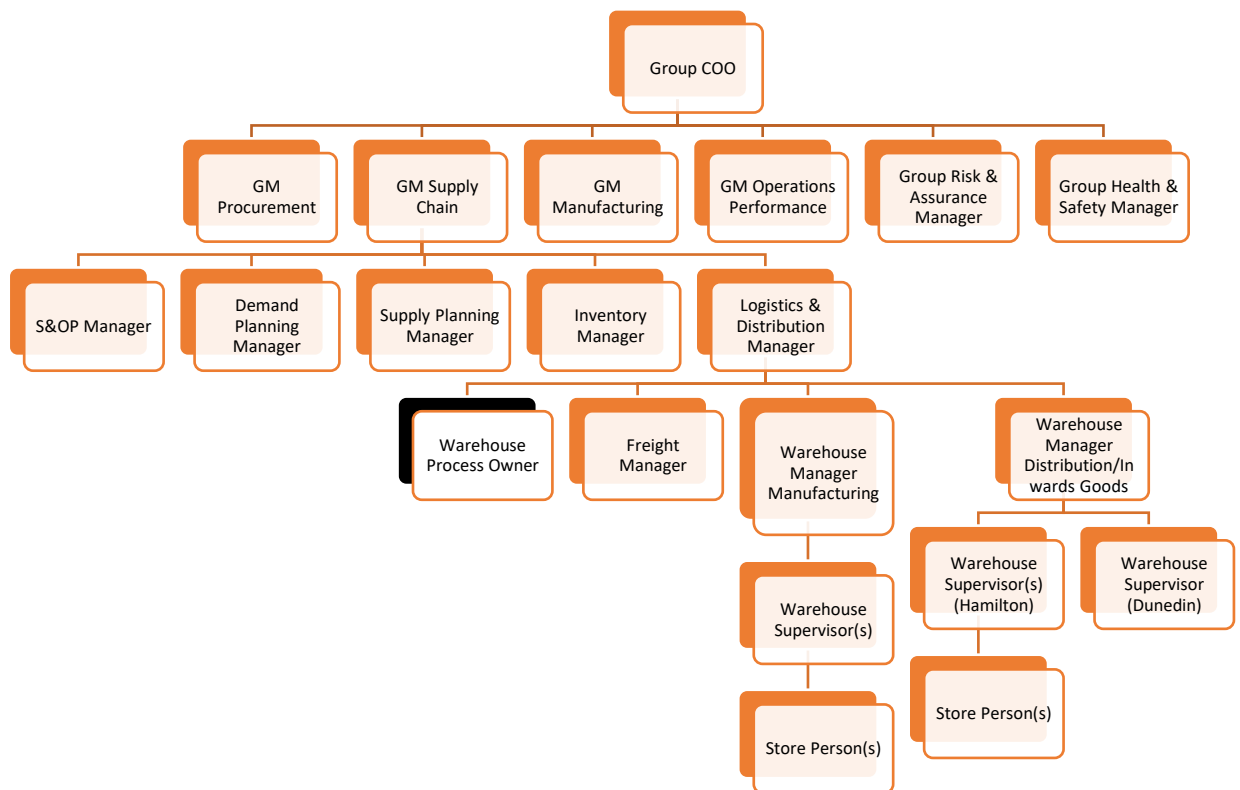
<b>Position Title: Warehouse Process Owner</b>	<b>Direct Manager: Logistics &amp; Distribution Manager</b>	
<b>Budget Responsibility: N/A</b>	<b>Direct Reports: 0</b>	<b>Indirect Reports: 0</b>

### WHAT YOU'RE HERE TO ACHIEVE

The Warehouse Process Owner is responsible for reviewing all existing Warehouse practices, establishing meaningful and relevant frameworks, aligning current and future KPIs to these frameworks, and ensuring all processes/standards are documented in an easily understood and standardised manner.

Reporting directly to the Logistics and Distribution Manager, this is a fixed term 12-month contract role and is pivotal in driving meaningful improvement at both process and people level and helping support our people on the journey to a high performing, cohesive and world class Warehouse operation.

### WHERE YOU'LL FIT IN #TEAMGALLAGHER



### WHO YOU'LL BE WORKING WITH

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<i>Warehouse Manager – Manufacturing</i> <i>Warehouse Manager – Distribution/Inwards Goods</i> <i>Animal Management Operations</i>	

<p>Security Operations  Wider Supply Chain team  Production Managers  Production Leadership team  Health and Safety Leadership team</p>	
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**WHAT YOU'LL BE DOING**

<b>Key Accountability</b>	<b>Outcomes/ Expectations</b>
<p><b>Warehouse Activities:</b>  <i>Processes reviewed and documented, with relevant KPIs established to measure adherence and sustainability</i></p>	<ul style="list-style-type: none"> <li>• Review all Warehousing practices to gain a clear and thorough understanding of existing process/methodologies.</li> <li>• Review and validate all existing Warehouse S&amp;OP documentation to ensure consistency with physical process/methodologies.</li> <li>• Identify gaps in current documentation and close where necessary.</li> <li>• Drive root cause analysis on all Warehouse Problem Counter Measures (PCMs) to ensure robust, timely and sustainable resolutions are implemented.</li> <li>• Develop and lead process improvement initiatives that drive step change transformation in Warehousing practices.</li> <li>• Ensure relevant controls are documented ensuring sustainability of process improvements.</li> <li>• Review all existing and lead the creation of new and relevant Warehouse KPIs to help support Performance Improvement initiatives.</li> <li>• Ensure standardized Warehouse processes across all store's functions with a view to improvement in staff versatility.</li> <li>• Facilitate cross functional discussions where Warehousing is impacted by other stakeholders within the business.</li> <li>• Ensure all business Health and Safety requirements are supported and adhered to across all warehouse processes.</li> </ul>
<p><b>People Development:</b>  <i>Support Warehouse Managers to grow people capabilities across all Warehouse functions</i></p>	<ul style="list-style-type: none"> <li>• Ensure all process documentation is clear, concise, and up to date.</li> <li>• Support Warehouse Managers in the creation of relevant and appropriate Warehouse Standards.</li> <li>• Review, audit and update Leader Standard work processes to ensure alignment with process control and sustainability measures.</li> <li>• Encourage feedback, ideas, and suggestions from team members and promote a collaborative approach to problem-solving and innovation.</li> <li>• Hold yourself and others accountable for performance delivery and behavior aligned with values.</li> <li>• Support organizational development initiatives that motivate, engage, and grow team members.</li> </ul>

<p><b>Technology and SAP WMS Development:</b> <i>Drive step change in the technology space and best practice initiatives for future SAP enhancements.</i></p>	<ul style="list-style-type: none"> <li>• Help drive step change in Warehouse process improvement through use of technology and automation.</li> <li>• Identify opportunities to enhance existing operational processes with added SAP WMS functionality.</li> <li>• Build business cases to validate/justify investment in Warehouse technologies/automation.</li> <li>• Support improvement initiatives for labelling, serialization capture, racking storage utilization and optimal product placement.</li> <li>• Advocate and participate in planning/scoping activities in support of Gallaghers S/4HANA journey.</li> </ul>
<p><b>Inventory Accuracy process improvement:</b> <i>Enhance/optimize existing processes/practices to improve overall inventory accuracy metrics.</i></p>	<ul style="list-style-type: none"> <li>• Review/audit all existing processes to ensure relevance.</li> <li>• Identify improvement opportunities and support meaningful change in our journey to world class stock accuracy practices/measures.</li> <li>• Support Warehouse Managers with the validation of existing and creation of new standards/processes that drive step change improvement in inventory accuracy across all warehouses.</li> <li>• Become a key advocate for utilization of technology/automation in the inventory accuracy space.</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 essential.
- Experience with SAP WMS and S4/HANA essential.
- Knowledge of warehouse operations, safety standards, inventory control, and process best practice preferred.
- Knowledge of Lean Methodologies preferred.

### Skills / Competencies:

- Ability to analyze complex warehouse processes and develop effective improvements.
- Strong proficiency in the creation of process documentation and relevant Standard Operating Procedures.
- Proficiency in data analysis to make informed decisions and optimize warehouse processes.
- Strong written and verbal communication skills to collaborate with internal stakeholders.
- Effective time and task management skills to manage multiple responsibilities and meet deadlines.
- Strong coaching, mentoring and people development skills preferred.

# Protect what matters most.

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

