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| **Job Title**  **Warehouse Controller**  **Reporting To**  Head of Logistics  **Job Purpose** The post-holder will be responsible for managing warehouse personnel to ensure a highly accurate and controlled offload, storage, and despatch service. The role will proactively contribute to the delivery of departmental KPIs and objectives ensuring targets are met and a culture of continuous improvement is adopted.  **Hours of work:** **Monday to Friday – 09.00 – 17.30** |
| Mackle Petfoods is an award winning BRC Grade AA+ certified family company which has been manufacturing high quality dog and cat food for over 50 years.  The company employs over 260 staff across two production sites in Moy and Moygashel, Co. Tyrone. Each site has benefited from multi-million-pound investment in recent years to facilitate the production of increased volumes of pet food and an extensive renovation project is currently under way. The investment is a result of increasing demand from across the UK and Ireland, as well as the multitude of countries to which we now export.  Mackle Petfoods produces over **70 million cans** and **40 million trays** annually, including our trusted brands Naturo, Brandy and Cat Club.  **Key Responsibilities for this role:**   * Manage a team of 10 – 15 warehouse staff across early & evening shifts made up of team leaders, warehouse operatives and forklift drivers giving clear direction and hands on leadership. * Lead daily team briefs to discuss performance, productivity, and continuous improvement opportunities. * Ensure all employees are fully trained and compliant with BRC and all quality and Health & Safety policies - any non-conformances or near misses are investigated and corrected. * Manage staff absence, sickness, holidays and weekly reports utilising company portal. * Ensure that labour is planned and utilised effectively to deliver the operational requirements of the business to a high degree of accuracy and quality. * Responsible for all inbound, return, transfer and despatch of finished goods stock from our NI locations to retail, direct to consumer and to export customers. * Utilising company ERP system and handheld devices to ensure OTIF pick accuracy and FIFO stock rotation and despatch. * Responsible for monitoring stock levels and replenishing UK 3PL locations in line with stock availability targets. * Attend weekly production meetings to highlight any finished goods stock concerns and proactively collaborate across business functions to avoid customer impact. * Plan and manage all activities around maintaining stock accuracy through rolling audit and full end of year stock take. Investigate and resolve any discrepancies putting measures in place to improve accuracy. * Communicate effectively at all levels and across the business. * Build a high-performance culture by setting targets, measuring individual and team performance, and providing feedback and coaching to develop individuals & team. |

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| ***PERSON SPECIFICATION*** |
| **Job Title: Warehouse Controller**   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * Must be educated to GCSE level (including English and Math Grade C or above) or equivalent. * Knowledge and experience in the use of warehouse management and business ERP systems. * Extensive knowledge of stock taking processes and stock management | * FMCG knowledge, ideally product based * A qualification in Health and Safety would be advantageous * Warehouse experience within a food manufacturing environment * Working knowledge of Microsoft Business Central (Navision) ERP system | | Experience | * Familiar with audit processes * Minimum of 3 years’ experience managing a busy warehouse/stores area preferably within a fast paced, manufacturing environment * Proven people management skills, with the ability to train and develop a Warehouse Team | * Experience with BRC audit process | | Skills & Competencies | * Must be able to influence and motivate people, driving accuracy and efficiency through continuous improvement. * Highly organised with excellent interpersonal skills * Evidence of effective planning, organisation and time management abilities * Proficient in the use of the Microsoft Office suite * Manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of all employees | * Ability to demonstrate process improvements * Ability to work under pressure, organise and prioritise workloads | | Circumstances | * Able to work flexibly as required to meet business needs * Highly motivated, flexible with a solid work ethic and positive attitude * Excellent communication skills and the ability to work closely with other departments * Capable of identifying problems, assist with developing solutions and ensuring solutions are implemented. * Ability to communicate effectively, positively and respectfully with all colleagues. * Forklift driving experience * Valid full driving licence with access to a car * Valid passport | * Valid forklift licence | | **Employee Benefits** | | | | * Private Health Insurance * Company well-being initiatives * Pension scheme * Staff Sales * Onsite Electric Car Charging Point | | |   **To Apply: Send a CV in confidence to** [**recruitment@macklepetfoods.com**](mailto:recruitment@macklepetfoods.com) |