



## Job Specification

**JOB TITLE:** Warehouse Supervisor  
**DIVISION:** TGC International Ltd  
**LOCATION:** Rochester, Kent  
**REPORTABLE TO:** Service Manager  
**HOURS:** 40 hours, Monday to Friday

### Job Purpose:

This role is to support and assist in the day to day running of a busy Generator Company supporting all departments within the company, you will undertake the following duties but are not limited to):-

### Key Responsibilities:

- Preparing parts and materials required for jobs booked in.
- Receiving and signing off deliveries, updating spreadsheet and informing the appropriate person.
- Stock items to be put away accordingly.
- Delivering parts or equipment to sites when required.
- Picking up local collections for parts and equipment.
- Monthly checks on pool vehicles to monitor faults, damage and mileage.
- Managing waste returns from Service Engineers, ensuring safe storage and arranging with the office for collecting of waste by external company.
- Logging in new batteries and disposing of old batteries following company procedures to ensure we comply with environmental agency.
- Monitoring and ensuring stock levels remain to a suitable level and inform office when items need re-ordering.
- General housekeeping of the warehouse to ensure it is kept tidy and safe.

### Qualifications & Requirements:

- Good communication skills
- Full valid driving licence
- Forklift truck licence desirable
- Ability to work under a low level of supervision and under own initiative
- Commitment and Self-motivation
- Hard working, good work ethic and approachable.

If you would like to be considered for this role, please send your CV and a covering letter to [hr@tgc.uk.com](mailto:hr@tgc.uk.com)