

Careers Education

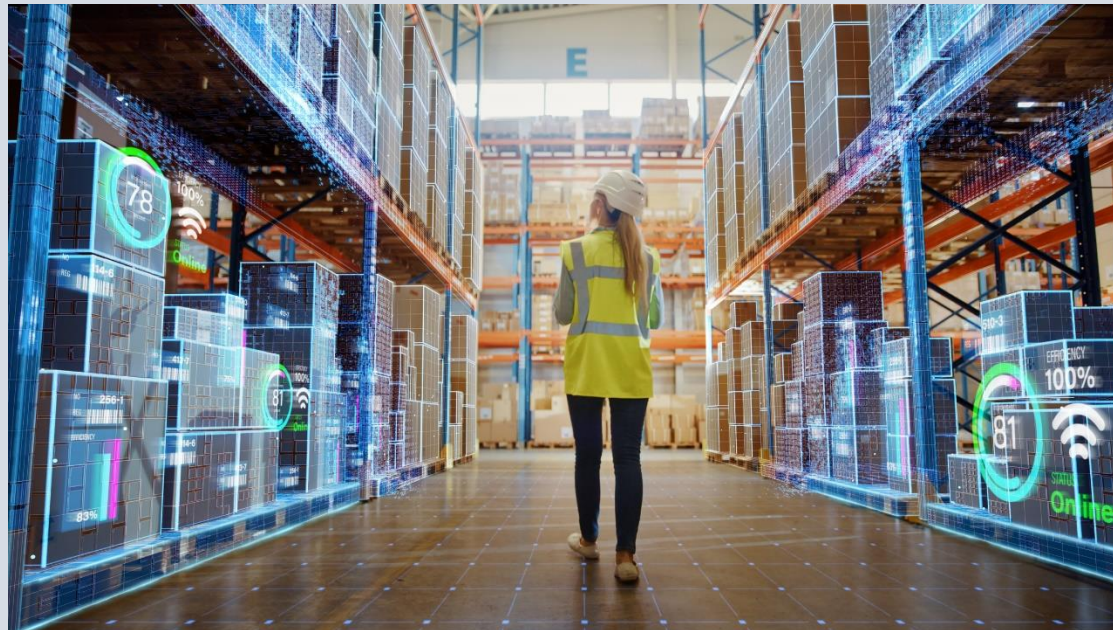


Aspire | Challenge | Achieve

# JOB

OF THE WEEK

Our Job of the week this week is  
**Warehouse Manager**



# Job of the Week – Warehouse Manager

## WHAT YOU DO

### Your day-to-day tasks could include:

- work closely with clients, suppliers and transport companies
- plan the delivery and dispatch of goods
- monitor and set aside storage space
- track stock levels using computer programs
- make sure stock is stored correctly and safely, eg..chemicals or food
- plan work rotas for warehouse staff
- organise recruitment and staff training



## SKILLS REQUIRED

### You will need:

- business management skills
- knowledge of transport methods, costs and benefits
- maths knowledge
- to be thorough and pay attention to detail
- leadership skills
- customer service skills
- the ability to accept criticism and work well under pressure
- administration skills
- be competent with the use of a PC and the main software packages

## WHAT YOU WEAR

In some instances, smart, casual attire is required whilst in other companies a uniform will be provided. PPE such as steel-toed shoes and hi-visibility vests may be required too



## WORKING CONDITIONS

Usually based in a warehouse or in an office but you will be expected to be in the warehouse regularly if you are office based

May involve attending meetings

## WORKING HOURS

40-42

Evenings/ weekends. May include bank holidays and shift work

## ANNUAL LEAVE

Usually the standard 27 days plus bank holidays



## ANNUAL INCOME

£23,000- £34,000



## EDUCATION & EXPERIENCE

### University

You could do a foundation degree, higher national diploma or degree in Logistics, Supply Chain Management, Transport Management,

### Entry requirements:

You'll usually need at least 1 A level, or equivalent, for a foundation degree, 1 or 2 A levels, or equivalent, for a higher national diploma, 2 to 3 A levels, or equivalent, for a degree

### College

You could take a college course, which may help you to find an assistant or trainee manager's job. Relevant subjects include: Level 3 Diploma in Warehouse Operations, Level 4 or Level 5 in Supply Chain Management

### Entry requirements:

You'll usually need 4 or 5 GCSEs at grades 9 to 4 (A\* to C), or equivalent, for a level 3 course, 1 or 2 A levels, a level 3 diploma or relevant experience for a level 4 or level 5 course

### Apprenticeship

You can do a transport and warehouse operations supervisor advanced apprenticeship.

### Entry requirements:

To do this apprenticeship, you'll need 5 GCSEs at grades 9 to 4 (A\* to C), or equivalent, including English and Maths, for an advanced apprenticeship

### Work

You could start as a team leader or assistant manager before moving into this job once you have experience and qualifications in warehouse or transport distribution work. You can apply directly for jobs if you've got management experience in warehousing or freight distribution.



# Labour Market Information

In the Careers section of the school website you can find the useful comparison tool the 'Labour Market Information widget'

Use the widget to compare different job roles in any employment sector or relating specifically to the 'Job of the Week'.

Managers and directors in storage and warehousing	Managers and directors in transport and distribution	Stock control clerks and assistants												
<table border="0"> <tr> <td>Weekly Pay <b>£600</b></td> <td>Annual Pay <b>£31,200</b></td> </tr> <tr> <td>Hours/Week <b>38h</b></td> <td>Hourly Pay <b>£16</b></td> </tr> </table>	Weekly Pay <b>£600</b>	Annual Pay <b>£31,200</b>	Hours/Week <b>38h</b>	Hourly Pay <b>£16</b>	<table border="0"> <tr> <td>Weekly Pay <b>£810</b></td> <td>Annual Pay <b>£42,120</b></td> </tr> <tr> <td>Hours/Week <b>38h</b></td> <td>Hourly Pay <b>£21</b></td> </tr> </table>	Weekly Pay <b>£810</b>	Annual Pay <b>£42,120</b>	Hours/Week <b>38h</b>	Hourly Pay <b>£21</b>	<table border="0"> <tr> <td>Weekly Pay <b>£450</b></td> <td>Annual Pay <b>£23,400</b></td> </tr> <tr> <td>Hours/Week <b>37h</b></td> <td>Hourly Pay <b>£12</b></td> </tr> </table>	Weekly Pay <b>£450</b>	Annual Pay <b>£23,400</b>	Hours/Week <b>37h</b>	Hourly Pay <b>£12</b>
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## Managers and directors in storage and warehousing

Managers and directors in storage and warehousing plan, organise, direct and co-ordinate the activities and resources necessary for the safe and efficient receipt, storage and warehousing of goods and for the maintenance of stocks at an optimal level.

Common tasks in this job:

- liaises with production, maintenance, sales and other departments to determine the materials and other items required for current and future production schedules and sales commitments;
- reviews, develops and implements stock control, handling and distribution policies to maximise use of space, money, labour and other resources;
- advises purchasing department on type, quality and quantity of goods required and dates by which they must be available;
- prepares reports on expenditure and advises on materials and parts standardisation, future stores and stock control policies;

Back

Clear card

## Managers and directors in transport and distribution

Managers and directors in transport and distribution plan, organise, direct and co-ordinate the activities and resources necessary for the safe, efficient and economic movement of passengers and freight by road, rail, sea and air transport.

Common tasks in this job:

- plans the optimum utilisation of staff and operating equipment, and co-ordinates maintenance activities to ensure least possible disruption to services;
- examines traffic reports, load patterns, traffic receipts and other data and revises transport services or freight rates accordingly;
- directs the movement, handling and storage of freight in transit, and reviews space utilisation, staffing and distribution expenditure to determine future distribution policies;
- ensures that regulations regarding hours of work, the licensing of crews and transport equipment, the operational safety and efficiency of equipment, the insurance of vehicles and other statutory regulations are complied with;

Back

Clear card

## Stock control clerks and assistants

Stock control clerks and assistants receive orders from customers, prepare requisitions or despatch documents for ordered goods, maintain and update records, files and other correspondence in relation to the storage and despatch of goods.

Common tasks in this job:

- receives and checks in deliveries from suppliers or completed stock to be despatched to customers;
- allocates appropriate storage space in accordance with stock control and space utilisation policies;
- receives enquiries and orders from customers, and quotes prices, discounts, delivery dates and other relevant information;
- prepares requisitions, consignments and other despatch documents;

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Clear card

To compare the Labour Market Information of different job roles that you might be interested in please visit the Careers section on the school website.

# JOB OF THE WEEK

Discover more about Warehouse opportunities with these videos:

Career opportunities at Amazon



<https://youtube/eohZZwAw0-k>

Possibilities of progression  
at Coca Cola



<https://youtube/vX-ij2eBqbc>

Why you should look at careers in  
Warehousing, Logistics and Delivery



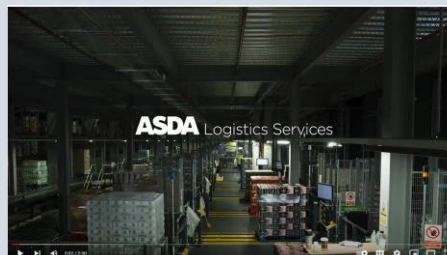
<https://youtube/y1yjo18AN60>

Start and Progress with  
B&M Stores



<https://youtube/PSDj5gUIEPY>

Climb the ladder with ASDA



<https://youtube/zx0NvEjnkXU>

Logistics and Stores in  
the British Army



<https://www.youtube.com/watch?v=tb9q5WYpUjI>

# JOB

OF THE WEEK

Click on the website links to research the job role further:

[Youth worker | Explore careers | National Careers Service](#)

[Home - UK Youth](#)

[YouthLink Scotland | The national agency for youth work](#)

[NYA](#)

[Community and Youth Work Studies with Integrated Foundation Year at University of Sunderland - UCAS](#)