

JOB PROFILE: WAREHOUSE MANAGER

THE WORK

Warehouse managers plan and coordinate warehouse operations at distribution depots, retail superstores and manufacturing plants.

As a manager, your typical tasks would include:

- * working closely with clients, suppliers and transport companies
- * planning the delivery and dispatch of goods
- * monitoring and setting aside storage space
- * tracking stock levels, using computer packages
- * making sure stock is stored correctly and safely, for example chemicals or food
- * planning work rotas for warehouse operatives and supervisors
- * organising recruitment and staff training
- * dealing with disciplinary issues.

You would also be responsible for security arrangements at the warehouse, scheduling maintenance, repair and replacement of equipment, and working with other departments, such as quality control or production.

HOURS AND ENVIRONMENT

You would normally work 37 to 40 hours a week, although shiftwork is common, including evenings and weekends.

Your work would be mainly office based but with some time spent visiting the factory floor or warehouse.

SKILLS AND INTERESTS

You would need:

- good numeracy and IT skills, particularly spreadsheets and databases
- the ability to plan and organise work schedules
- a calm, level-headed approach
- the ability to work under pressure and meet deadlines
- good decision-making skills
- leadership, motivational and teamworking skills
- good spoken and written communication skills.

ENTRY

You can move into this type of job if you have supervisory experience and qualifications in warehouse and distribution operations. You can also use supervisory experience from other sectors like retail. A forklift licence may also be helpful.

If you have a foundation degree, BTEC HNC/HND or a degree, you may be taken on as a management trainee. Relevant college and university courses include:

- logistics
- supply chain management
- transport management.

To search for colleges and universities offering foundation degrees, HNDs and degrees see Universities and Colleges Admissions Service (UCAS). Please check with them for their exact entry requirements.

The Skills for Logistics website has more details about careers in this sector, and qualifications and courses relevant to the industry at all levels.

Figures are intended as a guideline only.

TRAINING

Once you are working, you could take one of several on-the-job training awards, which cover warehouse management duties, including:

- NVQs in Distribution, Warehousing and Storage Operations Level 3, and Integrated Logistics Support Management Level 4
- BTEC Professional Diploma in Logistics at Level 4
- postgraduate degrees – for example, transport planning, supply chain management and logistics.

You could also take qualifications through the Chartered Institute of Logistics and Transport (CILT UK), which offers modular courses at certificate, diploma and advanced diploma level. CILT offers a Professional Development Scheme and a distance learning postgraduate MSc in Logistics in partnership with Aston University. See the CILT website for more details.

OPPORTUNITIES

There are approximately 70,000 management positions in storage and warehousing and you can find opportunities in all areas of the UK. The biggest concentrations of jobs are in the south-east, north-west and the Midlands.

With training and experience, you may have the chance for promotion to more senior positions, such as regional or national operations manager or director.

ANNUAL INCOME

- Starting salaries are around £14,000 to £16,000 a year.
- Experienced warehouse managers can earn between £22,000 and £28,000 a year.
- Higher levels of management can earn more than £40,000 a year.

FURTHER INFORMATION

Chartered Institute of Logistics and Transport (CILT UK)

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