

## ***The Role:***

Reporting to the Head of Operations, you will oversee the effective management of the warehouse. You will be responsible for inventory management, logistics and the performance of warehouse staff. You will work closely with Sales Teams and the wider Operations Team to ensure customer requirements and KPI's are met in line with quality and health and safety standards.

## ***The Person:***

The successful candidate will be a hands-on Manager who will lead and motivate both the Warehouse and Surgikit (loaner division) teams to achieve operational targets and KPI's. You will use your people management skills to drive continuous improvement projects and encourage efficiencies to provide a best in class service to our customers.

## ***The Company:***

Named a "Great Place to Work" for 2020, PEI is a leading medical and surgical sales, marketing and distribution company. PEI's product portfolio includes major brands from world class manufacturers such as DePuy Synthes, Boston Scientific, Medtronic, Ansell and ResMed. This is an exciting opportunity to work for a company whose focus is in developing its people and ensuring they are equipped to provide service solutions to its customers.

PEI is committed to delivering a first-class service. All its clinical and sales representatives are equipped to give expert advice on the ward, in the OR, or in the patient's home. The focus on Customer Obsession together with detailed product expertise ensures our unrivalled customer care and excellent on-going product support, which have become synonymous with the PEI brand.

## **Basic Requirements:**

- You will have a minimum of 5+ years' experience as a warehouse manager
- Qualification in logistics or supply chain desirable but not essential
- Strong people management and problem-solving skills
- Excellent flexibility and adaptability in management style
- Proven experience developing and implementing process improvement initiatives in line with best practices
- Experience with Six Sigma, LEAN, or similar quality management methodologies
- SAP experience essential
- WMS and RFID experience desired
- Excellent interpersonal and communication skills
- Customer focused leader who can intelligently balance the demands of the day-to-day
- Quick analytical mind
- Proven attention to detail and follow through
- A flexible attitude
- Self-starter with the ability to work to deadlines
- An attitude and ambition to progress
- Computer literate in Microsoft Office

## **Roles & Responsibilities:**

Reporting to the Head of Operations, below is an outline of responsibilities:

- Develop and maintain a broad understanding and experience of all aspects of the PEI sales and support process
- Lead the Warehouse and Surgikit teams to deliver objectives and a best in class service to our customers
- Set team objectives & targets, monitor and provide feedback on performance on an ongoing basis
- Ensure appropriate performance review, development and succession management systems are operating effectively
- Ensure all staff are carrying out their daily duties and responsibilities
- Reviewing existing work processes and implementing smarter ways of working where necessary
- Undertake continuous improvement initiatives and challenge processes
- Inventory control - FIFO, management of batch and serial numbers picked on SAP
- Monitor and maintain stock bins in SAP
- Monitor stock errors in SAP
- Manage dispatch order queries
- Carry out all tasks in line with ISO standard operating procedures and adhere to all company compliance requirements

- Ensure appropriate risk management plans are in place to support business continuity
- Maintain warehouse to an appropriate level of cleanliness and in line with good health and safety practice
- Demonstrate standards of leadership in keeping with the PEI behavioural standards
- Take an active part, where possible and appropriate, in PEI initiatives
- Delivery of first-class support and service in line with expected standards from PEI
- Any ad hoc duties as required

**PEI Compensation Package:**

An attractive package is available to the right candidate

**How to Apply**

To apply for this position, please send your C.V. and cover letter to [hr@pei.ie](mailto:hr@pei.ie), and include the job title in the subject line of your email. Thank you!