

# Job Description



<b>Position</b>	Warehouse Operations Manager
<b>Team</b>	Singapore
<b>Responsible Director</b>	CEO Ashley Cooper
<b>Responsible Line Manager</b>	Regional Director - Asia Pacific – Rod Curtis

### Summary of role:

- Take ownership of Singapore warehouse operations in support of Regional Director – Asia Pacific
- Ensure the safe and efficient operation of the TES Singapore warehouse
- Ensure the Singapore warehouse functions in compliance with TES' procedures
- Ensure that the operational requirements of the materials team are met with regards to material moved into and out of the warehouse
- Provide all Singapore Quantum users with out-of-UK-hours Quantum support

### Principal Responsibilities and Activities:

Area of activity	Responsibility
<b>Daily operations:</b>	<ul style="list-style-type: none"> <li>• Day to day management of warehouse operations staff (in conjunction with Regional Director – Asia Pacific) including setting priorities, tasks / goals and driving to completion, objectives, coaching/mentoring.</li> <li>• Daily oversight of receipt of stock into warehouse and dispatch of stock from warehouse relating to parts sold / parts repairs.</li> <li>• Ensure quality control of all parts movements, packaging, storage and quantum transactions</li> <li>• Management of physical inventory count process for rolling audit and year end audit.</li> <li>• Provide backup support in absence of Warehouse Controller including shipments, packaging, documentation, collections, deliveries etc and provide assistance to the Warehouse Controller for the same.</li> <li>• Provide guidance to the Warehouse Controller for logistics arrangements for new and existing customers.</li> <li>• Account set up and management where required for freight forwarding.</li> </ul>
<b>Quantum transactions:</b>	<ul style="list-style-type: none"> <li>• Perform part shipment transactions</li> <li>• Data input where required for missing information</li> <li>• Upload of part data and associated documentation</li> <li>• Lot set-up for new engines going into teardown or consignments</li> <li>• Overview of material upload</li> <li>• Provide direction to Office Administrator for Quantum functions</li> <li>• Provide Singapore office “Quantum Administrator” out of hours presence (as provided for by Bridgend Quantum</li> </ul>



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<b>Other:</b>	<p style="text-align: center;"><b>Manager / Business Systems Manager)</b></p> <ul style="list-style-type: none"> <li>• Manage AISS (Approved Import GST Suspension Scheme) in compliance with Singapore customs requirements including documentation control, hardware control, auditing coordination etc</li> <li>• Review of export controls to ensure TES compliance</li> <li>• Management of parts and engines stored at non-TES locations in Asia Pacific region (as required by Bridgend)</li> <li>• Account set up and management of suppliers for packaging.</li> <li>• Assistance with setting the yearly budget for warehouse operations.</li> <li>• Ensuring compliance with warehouse related TES procedures and revising where necessary.</li> <li>• Ensure optimum / efficient layout of warehouse space is applied, recommend changes as necessary.</li> <li>• Provide Health &amp; Safety oversight in warehouse operations</li> <li>• Perform regular auditing of warehouse operations</li> <li>• Liaison with Facilities Manager (in Bridgend) on all warehouse related facilities issues to ensure resolution / compliance</li> <li>• Reporting to Regional Director – Asia Pacific on all warehouse related issues – HR, operations, facilities etc</li> </ul>
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