

Supervisor

£ £33,266 per annum rising to £36,086

📍 Fulbourn, Cambridge



Who are we?

The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Creative Technology.

Our mission is to change our surroundings and improve our world. We work towards our Vision which is based on the strong belief in our long-held values: sincere and ethical culture, commitment to safety and technology and respect for people.

What are we looking for?

The ideal candidate will:

- Hold a Full Driving Licence
- Have good IT skills, with the ability to use Outlook, Word & Excel
- Have a good understanding of SOP's
- Drive progress and overcome barriers to deliver results
- Have excellent attention to detail, and be a constructive problem solver
- Work effectively as part of a team
- Have strong planning, prioritisation, and organisational skills
- Have good interpersonal skills allowing interfaces at all levels in the business
- Have good verbal and written communications skills
- Be willing to learn and participate on additional projects within NSG as they arise

How to apply

We give everyone an equal opportunity to contribute to their full potential and harness the richness of ideas.

If you believe you can take on the challenge, we very much want to hear from you. Click [here](#) to apply now!

The role

You will support the Regional Manager of the Wholesale Branch in achieving the highest standards of business performance and to organise the daily operational activities required. The supervisor will also be expected to run the operations in the absence of the Regional Manager.

KEY Daily Activities include:

- Organising Daily plans/rotas
- Responding to customer queries, phone/email
- Goods in process from Redditch
- Nil Stock customer notifications
- Processing customer same day/next day requirements
- Quality control checks on processes being performed
- Controlling stock write offs/adjustments
- All activities are to be performed to the sites Standard Operating Procedures (SOP's)
- Maintaining high standards of housekeeping
- High focus on Health & Safety within the branch

Benefits

- 28 days holiday per annum inclusive of public holidays plus one day for each full year of service (up to a maximum of 5 years)
- Staff Bonus Scheme of up to £750 per quarter (dependent on branch performance)
- Pension plan – a defined contribution scheme with up to 8% employer contribution