



INTERNAL VACANCY

WAREHOUSE GROUP LEADER

SITE: Sertec Precision Components - Witton

RESPONSIBLE TO: General Manager

HOURS OF WORK: Days

MAIN PURPOSE OF THE POSITION:

To supervise the despatch operation whilst achieving business performance targets within budgetary controls.

PRINCIPLE DUTIES / RESPONSIBILITIES:

- Manage the Warehouse Team, ensuring all are aware of priorities and deadlines.
- Ensure products are delivered on time to customer schedule requirements avoidance of an arrears situation and excess transport costs.
- Effective loads and schedule to satisfy both customer and operations requirements.
- Achieve and exceed service performance targets.
- Monitor daily KPI's.
- Working with production management to reduce waiting and loading time.
- Resolve daily issues, and ensure senior management are advised where appropriate.
- Manage costs within budgeted targets.
- Minimise empty running time and maximise carrying capacity of the Company Vehicle.
- Develop a customer service focus operation.
- Manage resources in line with business objectives.
- Achieve and exceed stock integrity targets of 100% accuracy.
- Develop a "team" approach to operational improvements.
- Develop a "world class despatch operation.
- Project manage introduction of world class despatch processes.
- Responsible for the operation of the despatch via Company Haulage and contract haulage services were necessary.
- Effective control of the Company and Customer owned packaging.
- Ensure all Health & Safety standards are maintained.
- Ensure good Housekeeping is maintained within the despatch, container storage external yard area.
- Accurately control the despatching of product, including part numbers and quantities are correct to support paperwork.
- All transactions are recorded accurately.
- Accurately book parts in and out of the stores to ensure 100% stock integrity.

Please apply for this vacancy via email attaching a CV and Cover letter, stating the reason you are applying and why you feel you would be suitable for this position. This email should be sent to: Monique.fearon@sertec.co.uk

CLOSING DATE FOR APPLICATIONS

Friday 19 August 2017