



INTERNAL VACANCY

LOGISTIC/TRANSPORT TEAM LEADER

SITE: SPC WITTON

RESPONSIBLE TO: Manufacturing Co-ordinator

HOURS OF WORK: Days

MAIN PURPOSE OF THE POSITION:

Under the direction and guidance of the Logistics Co-ordinator / Controller produce a despatch programme that meets our customers' requirements for quality, quantity, cost and delivery.

PRINCIPLE DUTIES / RESPONSIBILITIES:

- Ensure all HGV drivers complete their taco graphs in line with transport legislation.
- Ensure all goods outwards / logistics controllers work to a despatch programme to meet our customer requirements.
- To maintain effective utilisation of space in stores and warehouse to enable finish goods materials to be despatched on time with economic use of staff.
- Arrange all transport facilities as and when required.
- Maintain good Housekeeping standards within the stores / warehouse at all times.
- Ensure all finished goods materials are kept dry and that a clear stock rotation system is in place to prevent deterioration.
- Ensure all materials with the stores / warehouse are clearly marked with part no., quantity and batch no. if required.
- To undertake preventative measures against the risk of fire within the stores /warehouse ensuring all fire exits are kept clear at all times and that fire equipment is in place.
- To liaise with all goods outwards / logistics controllers to ensure all outside process materials are returned on time and their requirements are met, if and when required.
- Liaise with suppliers and customers as and when required.
- Raise despatch notes and ASN's for customers as and when required.
- Control CHEP counts and requirements to support production
- Book outside process goods in and out as and when required.
- Ensure all materials from both manufacturing and suppliers are clearly controlled and booked on to the computer system.
- To maintain effective security standards throughout the stores / warehouse during the day.
- Ensure that all despatch controllers are despatching goods in the correct containers as per customer instructions for quantity and quality.
- Ensure the utilization of all company transport used in the stores / warehouse area.
- Ensure that the regulations with regards to Health and Safety at Work Act are understood and maintained.
- Ensure that all quality procedure relating to the despatch area is maintained at all times.
- Develop all sub ordinates within the sores / warehouse area to improve their performance.
- Performing other adhoc duties as and when required by the management.
- Carry out annual performance reviews with all subordinates.
- Carry out all HR process as required.
- Use of Fork Lift Truck as and when required.
- Use of company vehicles as and when required.
- Arrange the collection of materials from the manufacturing areas.

JOB REQUIREMENTS:

To be successful you will need to demonstrate in your application that you have previous experience in a similar role. You will need to have good communication skills both verbal and written and be able to quickly pick up new working practices. You will have a good understanding of the Pro IV system and hold relevant licenses.

Please apply for this vacancy by sending in your CV by e-mail, stating the reason you are applying and why you feel you would be suitable for this position. Please note CV's not sent in via email will not be considered.

This e-mail should be addressed to: Monique Fearon at Monique.Fearon@sertec.co.uk

CLOSING DATE FOR APPLICATIONS- 27.10.17