

Logistics Department Vacancy **Goods In & Despatch Manager**

Reporting to the Logistics & Planning Manager we have a vacancy for a Goods In & Despatch Manager. You will take full responsibility for managing the goods in , stores and despatch activities at KPM (UK) Limited, achieving measurable KPI's as well as achieving results through behaviours in line with KPM's Values.

The job holder is expected to take full managerial responsibility for the above areas in accordance with the Values of Safety, Quality and Profitability.

The successful candidate will be responsible for:

- Responsible for the overall performance of the goods in, stores and despatch operations and for motivating, inspiring and encouraging all staff to take the required actions to ensure business objectives are met
- Daily management and monitoring of the effectiveness of the goods in and stores operations in order to meet manufacturing requirements.
- Management of Despatch office staff, policies and processes, and ensure compliance with the latest HMRC requirements and customs regulations.
- Ensure compliance with the company Health and Safety policies and procedures. Responsible for the team's timely completion of incident and accident reports, risk assessment and safety audit reviews, and any actions arising from these.
- Ensure compliance with the company quality standards and procedures, relating in particular to pick accuracy, storage and handling of parts, adherence to packaging standards and cycle counting.
- Identify productivity improvements within the logistics team and work with the relevant stakeholders to drive efficiency improvements in the department.
- Work with planning, production, purchasing and sales to ensure On Time Delivery targets and customer requirements are met, and drive timely invoicing and shipping in line with monthly revenue targets, taking account of correct invoicing practices and procedures.

The successful applicant will have experience of managing both goods in and despatch teams to meet business objectives and ideally be qualified or prepared to study to ILM Level 5. A full job description is available from the HR department.

Please apply by CV and covering letter to HR, closing date for applications – Friday 16 August 2019.

Human Resources & Training Department
July 2019