



INTERNAL VACANCY
LOGISTICS TEAM LEADER

We currently have a vacancy within the Despatch team for a Team Leader in either the goods in, stores or despatch areas. The successful candidate will be responsible for the following activities:

- Ensure compliance with the company health and safety policies and procedures – Including: Risk assessments, safety audits, PPE adherence, incident and accident reporting in accordance with set time frames.
- Ensure compliance with the company quality standards and procedures –on time delivery, pick accuracy, storage and handling of parts, adherence to packaging standards, cycle counting and manage stock accuracy initiatives in line with the company’s strategy.
- Efficiency by area – Manage, review and drive improvements in line with the company KPI.
- Daily output vs plan – Manage, review, initiate recovery plan as required and continuously target improvements.
- Manning calculations and justification in line with volume requirements.
- Arrange/ensure personnel within area of responsibility have received the required training prior to undertaking their duties.
- HR activities: Recruitment & selection of staff, appraisals, reviews, investigatory and disciplinary hearings
- Improve and sustain continuous improvement initiatives in line with the 5’s standard and maintain the disciplines and adherence to within the areas of responsibility.
- Ensure that compliance with shift patterns, break and lunch times is adhered to by all respective personnel directly reporting to the Team Leader.
- Provide support to the Despatch Manager

The successful candidate will be trained to ILM Level 3 or equivalent and IOSH Managing Safely with solid experience working in a supervisory role in Logistics. With a good knowledge of materials handling and industry best practice, you will have excellent communication skills with the ability to communicate openly and effectively with team members and different departments within the factory. A competent user of SAP, you must also be a competent user of Microsoft Office packages Word and Excel. You will also be able to demonstrate experience ensuring strict compliance to Health and Safety and QA policies and procedures.

Please apply in writing with an up to date CV submitted to the HR Department by Thursday 10 January 2019.