

Warehouse Shift Manager

Brand: Matthew Clark

Job Family: Logistics

Report To: Operations Manager

Sub Family: Logistics

Purpose

- To manage the warehouse operations on a shift basis within agreed customer service and key performance indicator targets.

Core Accountabilities

- To ensure that all goods received are handled, checked and located correctly.
- To ensure that all returns (full goods & empties) are recorded and dealt with correctly.
- To ensure that the depot stock level is optimised and rotated correctly.
- To maintain a tidy and efficient warehouse and yard area.
- To ensure that all orders are picked, packed and loaded accurately, efficiently and effectively so as to meet agreed delivery schedules.
- To ensure that all administration related to the running of the warehouse is completed accurately and on time.
- To ensure that all warehouse staff, are aware of and adhere to all relevant Health & Safety and Fire regulations.
- To ensure that depot security is maintained at all times.
- To ensure that all warehouse staff, are trained and capable of carrying out their work efficiently and effectively.
- To assist with stocktakes as required as per Standard Operating Procedures.
- To maintain stock levels of own label wine as required
- To identify areas for continued improvement and / or cost saving.
- Manage a team of up to 40 employee's, ensuring that staffing levels are adequate to meet the needs of the business.
- To monitor and take appropriate action with regard to high levels of sickness/absence.
- To carry out investigations and/or disciplinary hearings as and when required.
- To provide support to other departments as and when required

Key Relationships

Internal

- Stock Control
- Transport
- Admin

External

- Recruitment Agencies
- HSE (Environment, Health and Safety)
- Suppliers

Experience, Skills and Knowledge

- Previous experience in similar role preferable
- Warehouse Management system experience desirable
- Strong people manager

- Calm under pressure
- Good communicator

Our Values

Passion

We tackle challenges and opportunities with passion and enthusiasm. Across the business we have fun whilst we do it.

Agility

We are always flexible to the needs of the business. Our people generate innovative ways of working. In return our leadership embrace new ideas and opportunities.

Team Work

We work as one team to achieve a common goal. We support our customers, our retail Franchisees and each other.

Customer Focus and Excellence

We make a difference by going the extra mile for our customers and each other.