

Warehouse Team Leader

Brand: Matthew Clark

Job Family: Logistics

Report To: Warehouse Shift Manager(s)

Sub Family: Logistics

Purpose

- To work within the warehouse operations team to ensure that the day to day objectives of the operation are achieved in a timely and efficient manner.
- Aid in the fostering a culture of continuous improvement and encouraging a 'can do' approach to all challenges.

Core Accountabilities

- To assist the Shift Manager to ensure that inventory is put away, picked checked and loaded in an efficient and effective manner, complying with all appropriate Sop's to meet customer service and KPI targets as part of the team.
- To constantly monitor levels of efficiency (KPI's) identifying areas for continuous improvement.
- Ensure the fair and equal distribution of the allocation of tasks is maintained.
- Ensure all team members have an individual development plan through daily monitoring of their performance including regular 'one-to-one's'.
- Ensure all equipment (including property, vehicles, mechanical handling equipment and racking) is operated in a safe and effective manner, with cognisance of any statutory requirements, and in accordance with Company Policy.
- To ensure that all activities undertaken within the operation comply with the relevant Health & Safety and Fire regulations.
- Ensure all equipment (property, vehicles, mechanical handling equipment and racking is operated in a safe and effective manner and in good order and carry out daily/weekly checks in line with Company/ Health & safety policy.
- Ensure that the Stock & Inventory Control team are informed of all stock variances and breakage's in a timely manner.
- To assist in perpetual inventory checks as per Standard Operating Procedure.
- To assist the Stock & Inventory Control team in stocktaking as per SOP.
- To ensure that excellent standards of housekeeping are maintained across the site at all times.
- Carry out any reasonable requests, as required by the Warehouse Shift Manager.
- Deputise for the Shift Manager if required.
- Ensure all operations staff receive appropriate training before commencement of duties, maintain detailed records and identify any further training or retraining needs for staff.
- 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.