

Warehouse Team Leader

Brand: Matthew Clark

Job Family: Logistics

Report To: Warehouse Manager

Sub Family: Logistics

Purpose

To lead the warehouse picking teams ensuring they efficiently complete their duties in order to achieve agreed customer service and productivity targets across Speedwell & Reliant Close.

Core Accountabilities

- Manage the Front Shift Warehousing functions including the SWO at Reliant Close. Responsibilities include -assigning work to the warehouse operation with defined levels of performance, both quantitative and qualitative, following up on actual performance taking corrective action as required.
- Stock control to include ordering of stock in line with company requirements. The managing of daily PI counts along with controlling stock takes as required by company procedures. The location of product within the warehouse to fit in with order picking rules. The booking in of all stock in time for the goods to be available for picking. All other stock functions as required by the depot operation.
- Manage the training and development of all staff in order to provide appropriate skill cover for current and future business whilst having the ability to develop capabilities from within.
- Work closely with the Warehouse Operations Manager to continually review operations efficiencies and cost effectiveness
- Ensure all operations staff receives appropriate training before commencement of duties, maintaining detailed records and identify further training / retraining requirements
- To manage the service and maintenance of all MHE ensuring target controls are in place to secure compliance with all relevant H&S and company regulations currently in force.
- To ensure adherence to Standard Operating Procedure (S.O.P.) using them to plan and lead the team working practices.
- Primary key holder with call out responsibilities.
- To ensure that all administration related to the running of the warehouse is completed accurately and on time
- Ability to deputise for the Warehouse Operations Manager and undertake the full range of duties for that role.
- To ensure all equipment (property, vehicles, mechanical handling equipment and racking) is operated in a safe and effective manner, with cognisance of statutory requirements, and in accordance with Company Policy.
- To liaise with Warehouse Operations Manager on a regular basis to review KPI's and performance of shift.
- Carry out investigations and follow Company disciplinary procedures where necessary.

To work with transport operation to cover morning starts and delivery crews as and when required.

Experience, Skills and Knowledge

Experience of Warehouse Management and WMS.

Qualifications & Education

GCSE's in Maths & English Grade C as minimum.

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.