



Harrison Spinks

Family Bedmakers Since 1840



Job Title:	Fleet/Yard Supervisor
Reporting to (position):	Transport Manager
Hours of work:	Monday – Friday 7am – 4pm (Flexible)

Our Values & Behaviours:

Harrison Spinks is an award-winning, innovative and rapidly expanding business just 2 miles south of Leeds city centre. Harrison Spinks is an exciting and growing business: we encourage innovation and are proud of our quality. The company is highly vertically integrated from drawing its own wire, blending our own upholstery fillings and even owning a 300 acre farm to rear sheep and grow fibres for our natural fillings blends.

Innovation

Innovation is tradition at Harrison Spinks. In the quest to align our processes and become ever more vertically integrated we are constantly testing and finding new ways to improve the way we make our products. We have our own team of development engineers to push the boundaries and new thinking is always encouraged.

Quality

Quality is key to our handmade comfort products and you'll see that the entire team who work at Harrison Spinks take care in everything they do. Often we don't do things because they are easier, they take time but it results in a superior product and everyone takes pride in their work.

Job Objectives & Responsibilities:

To support the transport manager in ensuring smooth running of the department on a daily basis.

Main Duties:

- To work with the Transport Manager in assisting to develop strict fleet management procedure.
- Involvement with health and safety policies within the transport department. Input with updating risk assessments, SOPs and SSW's.
- Assist the Transport Manager with adhering to fleet maintenance schedules and ensuring that all required records are complete and accurate.
- An element of vehicle shunting will be required as part of this position.
- To work with the Transport Manager in improving communications between management and the driver team.
- To assist the Transport Manager in ensuring that all our drivers remain compliant. This will include spot checks on vehicles and drivers to ensure that accurate records are being created and maintained.
- To deputise for the Transport Manager at times when he is away from the business.
- A flexible approach to working hours is essential, to suit the needs of the business.
- Strive to achieve targets.
- Report any instances of damage, to the vehicle, third party property or to our products however minor to the transport manager.
- To assist the Transport Manager with all aspects of legal compliance.
- Communicate any problems that arise to the Transport Manager.

- Assist with local deliveries
- Undertake any internal training as requested by the business to further develop or assist with the role.

Key Skills:

- Class 1 driving licence - Essential
- Good communication skills

Person Specification:

- Enthusiastic and flexible approach.
- Ability to self-manage your time during the working day.
- Must be of smart appearance.
- Ability to work independently when required, but also as part of a team.
- Impeccable time keeping.
- Works under own initiative
- Willing to go the extra mile
- Confidentiality
- Attention to detail and the ability to think clearly and work under pressure.

Benefits of working for Harrison Spinks:

- Good rates of pay
- 30 days holidays (incl. bank holidays)
- Free on-site parking
- Contributory pension scheme
- Cycle to work scheme
- Training and development

How to apply:

Send your CV and covering letter stating your availability, and a summary as to why we should hire you to:

Abiegayle Barry, HR Administrator, Harrison Spinks Ltd, Westland Road, LS11 5SN

Email: abarry@harrisonspinks.co.uk

Benefits:	Holidays 30 days(inc. bank holidays) and pension (auto-enrolment)
Closing Date:	Friday 23 rd October 2020