

**Vacancy**

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| **Job Title:** | **Warehouse Supervisor** |
| **Reporting to (position):** | **Transport and Warehouse Manager** |
| **Hours of work:** | **39 hours a week** |

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| **Job Objectives & Responsibilities:** |
| Working in partnership with the transport manager to ensure that customer deliveries are completed in line with booking times and to a high standard. Act as an extension of the transport manager and dealing with any immediate issues for internal and external customer. Ensuring that the vehicles are maintained to the legal standard. Leading by example to maintain a high standard to reflect the Harrison Spinks product.  |

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| **Main Duties:** |
| * Drive and maintain health and safety standards in line with company policy.
* Ensure that deliveries and made in line with the daily and weekly schedule
* Investigate and report any loading issues or delivery failures
* Provide a direct communication channel for the drivers to report any issues
* Ensure that all aspects of vehicle compliance are maintained in line with the legal requirement.
* Work in partnership with the warehouse team to maintain and execute the loading plan
* Manage requests from all internal and external customers
* Dealing with any absence and RTWs within the transport team
* Working in partnership with the transport manager to complete performance reviews
* Continually review teams performance, identify and recognise individuals capable for development
* Ensure any training needs are identified
* Work as an extension of the transport manager
* Provide and cover on site shunting requirements in line with business needs
* Additional ad-hoc responsibilities
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| **Key Skills:**  |  |
| * Good communication skills
* Proven ability to manage a small team and allocate resource
* Decision making ability
* Ability and confidence to explore areas to improve
* Able to work on own initiative
 | * Good numeracy skills
* Class 1 licence (desirable)
* Continuous Improvement experience
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| **Person Specification:**  |
| * Confident individual with the ability to maintain a positive outlook when working under pressure
* Resilient
* The ability to challenge the status quo.
* Attention to detail and the ability to think clearly and work under pressure.
* Ability to multi-task, work to deadlines and prioritise workload to coincide with Production requirements.
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| **How to apply:** |
| Send your CV and covering letter stating why you are interested in this role and outline the expertise you could offer if you were successful with your application: Email: talent@harrisonspinks.co.uk  |
| **Benefits:** | Holidays 30 days(inc. bank holidays) and pension (auto-enrolment)  |
| **Closing Date:** | Friday 13th November 2020 |