

JOB SPECIFICATION



Job title	Inbound/Outbound Logistics Manager	Department	Operations
Reporting to	Operations Manager	Site	Aldergrove Centre

Job Purpose:

To lead, manage, organise and control all activities within the Inbound (intake, stock control, fridges), Outbound and yard functions to achieve required performance outputs.
 To effectively manage the Logistics Team to ensure safe, efficient and cost-effective service to our customers whilst identifying and maximising opportunities for the Company.
 To manage inter-sites deliveries of produce, by coordinating and control of Company's HGV vehicles and a small team of drivers and FLT operatives.
 To manage and oversee order picking area of the production chain.

Must Haves:

- Strong, assertive leader who can address various behaviours
- Decisiveness, confidence, focus, creativity
- Takes ownership for team cohesion
- Must be able to work under time pressure and capable of reacting to ever changing needs of the Company's customers
- Commercial and financial acumen with a full understanding of the impact of failure in terms of business cost, production schedules and customer order fulfilment
- Continuous improvement techniques, skills and approach
- Skills in data analysis, including working with electronic data
- Ability to demonstrate excellent communication skills
- Able to deal with a variety of potentially difficult situations requiring prompt resolution
- Self-starter and able to motivate others
- Practical skills in various negotiation techniques would be of advantage
- Willingness to work on tasks outside of normal duties

Role Accountabilities:

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| 1 | To ensure that a safe working environment exists for all employees in their area and that as a minimum their area meets the standards set out in the Health & Safety Policy. |
| 2 | To ensure standards of quality, food safety, hygiene and housekeeping are always maintained within the function. |
| 3 | To manage and oversee all Inbound operations, namely: intake, stock control, fridges. |
| 4 | To ensure the integrity of inventory accuracy and manage stock movements with the help of direct reports. |
| 5 | To manage and be responsible for all Yard related operations, namely: trays, pallets, drivers, forklifts, baler, compactor. 'Clean as you go'. |
| 6 | To ensure that the right products are delivered to the right location on time and within the budget. |
| 7 | Plan, manage and evaluate logistics operations liaising with hauliers, suppliers, logistics providers, transportation companies and customers |
| 8 | Monitor quality, quantity, delivery times, and transport costs. |
| 9 | To be responsible for the efficient and accurate organisation of finished good storage, pick and despatch in a timely manner in accordance with the plan and responding to variations as required. |
| 10 | To ensure products are packed and shipped appropriately to ensure quality of goods during transportation. |

11	Responsible for receipt of goods-in, effective stock management and accurate allocation within the factory, responding efficiently to any changes to daily plan.
12	To hold responsibility for Inbound/Outbound Logistics Department budget.
13	A key player in delivering any agreed capital expenditure plans within the agreed budget.
14	To ensure that all agreed processes are robustly followed by all Team members, including and not limited to, accurate stock checking, and accurate issuing of materials to the production areas and their accurate return and put-away.
15	To resolve and or support the resolution of any arising problems or complaints.
16	To lead and actively manage a group of approximately 20 Team members.
17	To support continuous improvement initiatives and proactively identify inefficiencies and cost optimisation opportunities as well as ways to improve logistics department operations and to encourage a culture of continuous improvement from within the department.
18	To be involved in the selection process for direct reports. To be responsible for the recruitment of the right calibre of people withing the Inbound/Outbound Logistics Department. To ensure that the people in their Team are managed in line with Company procedures in all aspects of their employment, furthermore to ensure there is a positive employee relations culture, to include: conduct and performance, compliance, engagement, grievances, absence.
19	To own training, development and performance management of colleagues within their area to enable progression, to resource growth, or to replace current roles, and to ensure that the necessary skills are in place.
20	To ensure that their team is regularly and well informed on relevant business and department information. Actively encourage effective cross-functional relationships and those channels of communication are clear, fast and available.
21	Maintain metrics and analyse data to assess performance and implement improvements.
22	To represent the company in a professional manner with both internal and external customers.

Values: TRIBE	
Tenacity	We are driven, determined and do not stop until we achieve our goals. We take ownership in everything we do.
Relationships	Trust, respect and fairness is at the heart of our team. We are always approachable and believe in building long-lasting partnerships with our people, customers and suppliers. We care about our community and want to succeed so we can give to others.
Integrity	We take great pride in approaching everything we do with honesty and professionalism. We are open, ethical and fair and use our judgment to do the right thing.
Brilliance	We constantly push ourselves to be the best in everything we do, combining our knowledge and attention to detail with innovation and the creativity it inspires.
Energy	An energetic excitement runs through our team. We are a quirky tribe of passionate people who thrive off each other's energy, embracing change and pushing ourselves to reach new heights. Above all, we have fun and love what we do.

The details:

Salary: DOE

Start: Immediate

Weekly working hours: enquire within

Closing: 25/06/2021

Benefits: Company Pension, PMI

Holiday: 31 (p.a.)