

JOB SPECIFICATION

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

Job Purpose:

To assist Inbound/Outbound Logistics Manager in day-to-day running of the Logistics Department.
 To provide absence cover in overseeing organisation and control of all activities within the Inbound (intake, stock control, fridges), Outbound and yard functions to achieve required performance outputs.
 To assist the Inbound/Outbound Logistics Manager 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 support the Inbound/Outbound Logistics Manager in managing inter-sites deliveries of produce, by helping and/or coordinating as well as controlling the Company's HGV vehicles and a small Team of drivers and FLT-operatives, if/where necessary.
 To take ownership of the order picking area of the production chain by leading the Team of the Order Pickers.
 To control, book and manage stock, for both Flavourfresh and third parties Flavourfresh packs produce for. This may include third party applications where stock, data entry and communications are required.
 To help with data capture, in the form of cost, productivity, efficiency and production figures, which will be distributed within Operations team.
 Communication internally and externally to customers will be required, to resolve any issues or queries.
 Ensure all paperwork which is received daily from the production team, is correct and matches the required orders, stocks and packing order.
 Provide Leadership from the front.

Must Haves:

Excellent communication and interpersonal skills
Strong organisational, task prioritising, and time management skills
Works as a part of a Team
Ability to multi-task and manage workflow priorities
Ability to work confidently work in a rapidly changing, fast-paced and results-oriented environment where a high degree of flexibility is required
Continuous improvement techniques, skills, and approach
Skills in data analysis, including working with electronic data
Lead by example
Proven ability to direct and coordinate operations
Self-starter and able to motivate others
Must be available for additional hours, as/if/when required
The ability to understand and pass, as a minimum, entry level English, Numeracy, and data accuracy requirements.
Self-management and organisational skills
Have a flexible approach to work and hours
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

Problem resolving capabilities and a can-do attitude
Ability to demonstrate excellent communication skills
Able to deal with a variety of potentially difficult situations requiring prompt resolution
Ability to understand and adhere to health and safety requirements

Role Accountabilities:	
1	To make sure 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 lead all Inbound operations, namely: intake, stock control, fridges.
4	To maintain inventory accuracy by leading stock movements with the help of Team members.
5	To lead all yard related operations, namely: trays, pallets, drivers, forklifts, bailer, compactor.
6	To oversee day-to-day logistics Team's operation and performance of those working in the Inbound/Outbound as well as Yard part of the department.
7	To be responsible for the efficient and accurate organisation of finished goods' storage, pick and despatch in a timely manner in accordance with the plan and responding to variations as required.
8	To ensure products are shipped appropriately to ensure quality of goods during transportation.
9	To oversee and take part in the receipt of goods-in, effective stock management and accurate allocation within the factory, responding efficiently to any changes to daily plan.
10	Ensure that Team morale and Flavourfresh values are maintained.
11	To lead all Team members in efficient completion of daily tasks within the Inbound/Outbound Logistics Department, including and not limited to, accurate stock checking, and accurate issuing of materials to the production areas and their accurate return and put-away.
12	To conduct all work tasks in a safe, secure, and clean manner, ensuring that site rules and procedures are adhered to at all times.
13	To lead and directly supervise the order picking Team, FLT drivers, lorry drivers and/or those working in the yard on the bailer.
14	To train warehouse associates in job duties, safety procedures and company policies to maintain personnel proficiency in warehouse operations.
15	Measuring and reporting the effectiveness of the department activities. Measure, track and monitor all assigned KPI's.
16	To communicate with customers face-to-face and/or over the telephone to ensure a professional and polite service delivery.
17	To attend training updates as required to meet compliance requirements.
18	To support staff attending the workplace as directed by supervision and management.
19	Providing guidance and support to all Inbound/Outbound Logistics Department Team members.
20	Communicate with all levels of people across the business and external companies.
21	Receive and process all orders from internal and external customers. (Distribution, data entry, queries, order completion, order charges and order allocation)
22	Ensure internal and external stocks sheets are managed, processed, and matching daily. (Misusing stock used, adding new arrivals, capturing packed product).
23	Ensure nonstandard charges are applied and allocated where necessary. (Third party packing, dumping, grading, etc)
24	Input production pack sheets daily, to capture and monitor line performance. Providing and overview to management and finance.
25	Ensure the Packhouse is kept up to date with the latest changes. (Order amendments, order splits, pro rata's, cancellations, etc)

26	Ensure production sheets are correctly filled in and ready for audit purposes. (Traceability) Orders match, film / labels present, production run captured, PO for film and punnets, all stock used and packed is accounted for and carried forward where needed, signed, and dated.
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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.

Received By:		Date:	
Name in CAPITALS:			