
ROLE: Warehouse Team Leader- OTC
DEPARTMENT: Warehouse
REPORTS TO: Warehouse Manager
HOURS OF WORK: 12pm- Finish
SITE: Perivale

B&S Group is a fast growing pharmaceutical manufacturer and wholesale distributor providing excellent potential for career development. The business is fast moving, although it is privately owned it has a friendly culture of a family run business

PRIMARY RESPONSIBILITIES

Ensure a constant smooth and efficient warehouse operation whilst achieving agreed objectives and service levels. Ensuring the provision of efficient and reliable services to customers whilst meeting all legal requirements. Responsible for achievement of the contractual and internal KPIs.

SECONDARY RESPONSIBILITIES

- Line management of the warehouse operation and warehouse disciplines including the management of the warehousing staff
- Responsible for inbound and outbound. All picking replenishment and packing operations within the warehouse including the MHE Processes
- Assist in all other areas of the warehousing as operational requirements demand
- To train, retain and motivate staff within a team based management culture
- Maintain a culture that develops a two way feedback and ensure communication takes place on a regular basis and all times
- To contribute towards improvement of processes methods of operating and practices within the department by a process of accountability and training structured
- Proactively motivate your team staff to ensure targets and deadlines are clearly understood and have being achieved with give time scale. Act as immediate point of reference for problems
- Monitor department performance time keeping holidays and absentees
- Responsible for the Health & Safety issues within the area of the job holder control accordance with Company's Health and Safety
- Understand any other duties which can be reasonably asked of the Team Leader as required
- Undertake and delegate project work as dictated from time to time by Senior Management
- Responsible for the house keeping within the warehouse

KNOWLEDGE, SKILLS AND ABILITIES

- Previous experience as a Warehouse Team Leader desirable
- Knowledge of OTC products desirable
- Excellent communication skills
- Influencing and decision making ability
- Leadership and motivational skills, coupled with effective delegation skills
- Manage customer queries and workload with department
- Commercially aware with the ability to influence the customers decision making process
- Sound knowledge of Warehouse Management Systems or equivalent
- Microsoft packages at intermediate level, Excel skills is essential
- High attention to detail and accuracy



- Highly organised and numerate
- Adaptable and flexible attitude
- Good time management skills
- Ability to work under pressure
- Self-driven and motivated to achieve results