

JOB DESCRIPTION

ROLE: Warehouse Operations Manager

LOCATION: Perivale

PRIMARY RESPONSIBILITIES

This role reports into the Group Operations Director and is responsible for managing the day to day operations safely, accurately and within appropriate productivity and cost levels. This role will be managing three direct reports and a total workforce of 110.

SECONDARY RESPONSIBILITIES

- Driving outstanding levels of service to both internal and external customers, whilst being aware of cost implications.
- Ensuring that overheads are contained within the monthly budgetary limits
- Monitoring productivity performance and agreed KPIs with Group Operations Director in all areas of responsibilities and ensures targets are met or exceeded
- Ensure the maintenance of warehouse optimisation activities to reduce Inbound and Outbound costs and maximise efficiency.
- Looking at Continuous improvements within the operations
- Effectively implement all inventory management procedures related to Goods in and out processes in line with company guidelines, working with the Stock Control Manager.
- Staff Recruitment/Retention - recruit, train and develop direct reports
- Staff Training & Development Plans – implement warehouse succession plan and manpower planning plans
- Oversee absence management and holiday allocation
- Provide effective leadership and motivation through regular team briefings
- Agreeing clear objectives for direct reports and monitoring performance through annual appraisal process as per company guidelines.
- Health & Safety and Legal obligations - adherence to Company policies and procedures & ensure Group H&S policy is implemented and adhered to
- Monitoring compliance to GDP procedures
- Ad hoc projects

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Previous experience in FMCG
- Management experience within operational environment
- Clear leadership skills, inspiring and leading the warehouse team to reach their full potential.
- Embrace change to drive forward and deliver operating plan objectives.
- Takes a proactive approach
- Collaborative working approach within teams across the business, developing effective working relationships with internal customers and key stakeholders.
- Preferable experience in Health & Safety training e.g. IOSH Managing Safety qualification.
- People management experience including large teams
- Strong commercial, analytical and communication skills.
- PC and systems literate.
- Ability to work on own initiative and in a team