



Job Vacancy Description

Title	Warehouse & Logistics Manager	Reports to	Operations Director
Date	September 2021	Salary	To be discussed at interview stages
Department	Operations	Hours	Staff – Business Hours 8.30-17.00
Purpose of role	You will be responsible for managing the daily operations of the warehouse & logistics, including Inbound, storage, and order fulfilment dispatching. The role will have operational responsibility for the efficient running of the warehouse, managing the logistical distribution. Leading the warehouse team managing inventory & logistics operation and continual improvement.		

The Company

Part of a growing international group, Dugdale-Benvic is a leading independent supplier of PVC Compounds, used in nearly all areas of plastics processing. Industry sectors include construction, packaging, electrical & electronics, transport, leisure, and healthcare. The art and science of PVC compounding is at the heart of the company's core expertise and its success is a blend of customer service, PVC-based expertise, and versatile manufacturing. To remain at the forefront of its markets and as part of its customer led operational strategy, the business is investing and expanding its production capabilities. The site is operational 24/5 with weekends utilised for business needs and customer demand.

Core Responsibilities

Safety No.1 priority driving behavioural safety across the function

- Plan, coordinate and monitor the intake and storage of product. Despatching of orders, internally and externally.
- Supervise, manage, and motivate employees and oversee daily operations.
- Focus on cost savings.
- Coordinate the use of automated and computerised systems where necessary.
- Keep stock control systems up to date and make sure stock inventories and locations are accurate.
- Ensure there are sufficient warehouse supplies for daily operations.
- Enforce all company rules and regulations.
- Implement staff performance and development appraisals
- Drive meaningful KPI's and improvements
- Take ownership of all material movement to production environments
- Ensure logistic KPI's are met in terms of cost analysis and delivery performance (OTIF)
- Must have a truly exceptional attitude towards Right First Time Every Time mindset and culture.

Person Specification – Skills, Experience & Qualifications

You have either successfully modernised a warehouse and logistics function already in your career or worked in a manufacturing warehouse environment and understand how to improve efficiencies and manage costs. You will have relevant warehousing and logistics experience and qualifications.

- 2+ years' previous experience in a warehouse/logistics supervisory / management role.
- Overseen key implementation of warehouse processes.
- Demonstrable experience building and developing team.
- Must be customer focused
- Strong leadership and team player.
- Have the experience and ability to effect change at the grass route level
- Driving licence / FLT license
- The ability to inspire, motivate and lead a team of people from the front
- Problem-solving skills and the ability to work on a tactical and strategic level.
- Excellent oral and written communication skills.
- Proven knowledge of warehouse policies and procedures and practices.
- Planning and organisation skills.
- Technical and IT Skills, particularly when it comes to MRP Systems.
- The ability to work under pressure and to tight deadlines with a "can do" mentality.