

ATR - Lutterworth Solar - First Line Manager - WEF ASAP

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Company: Culina Group

Location: Lutterworth

Category: other-general

Job Description

Act as a key point of contact in communication with the administration, stock and management teams to resolve problems or issues that have been identified within the warehouse.

Prepare and complete shift handover documents fully and distribute data captured on tracking documents for the next shift to ensure seamless shift transition and operational continuation.

Ensure 1 Safety conversation is conducted per day and uploaded in line with HSQE and distribution centre requirements

Performance management of operatives using autostore, warehouse management system tools and creating corrective plans to improve individuals.

Create training plans with the support team to ensure you have the relevant skills mix on your shift that aligns with the capability planning tool.

Ensure all compliance requirements are met with regards to key control, key logs, radio logs, scanner logs, MHE-pre-op check sheet.

Ensure that the maintenance programme schedule meets requirements and audit guidelines.

Ensuring all shortage forms are signed and that the team perform within outlined customer requirements.

Manage and oversee all Warehouse admin/ Allocators/Operatives on your shift to ensure that they all follow correct processes and procedures.

Monitor all VOR MHE and escalate accordingly any MHE over 48 hours of being non operational.

You will be responsible for the completion of all safe and legal and make sure that they are signed off with monthly WM check.

You will drive towards delivering a multi skilled team that can cross over to any department on site .

You will manage your team and ensure compliance to people process and policy.

Responsible for the talent management and development of your team .

Identify progression opportunity and align especially with PDP's

Assist with any business critical task/projects.

Qualifications

Passion for delivering an exceptional customer service experience.

Attention to detail/ accuracy.

Good geographical knowledge.

Proficient in computer literacy including Microsoft Excel, PowerPoint and Outlook.

SAP experience.

Excellent communication skills in order to deliver accurate information.

Ability to work in a fast paced environment.

Conscientious and reliable with adaptable attitude..

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