

# United Kingdom Jobs Expertini®

## Logistics Manager

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Company: Alliance Automotive Group

Location: Newtownabbey

Category: other-general

**Purpose of Job:** To maximise RDC sales and profitability through creating and maintaining long-lasting B2B relationships, delivering excellent customer service and ensuring the safe and efficient running of the RDC operation

**Key responsibilities and duties - daily tasks will include, but not be limited to:**

- Business development** Take action to ensure local market knowledge and wider commercial information is kept up-to-date and communicated to relevant staff. Communicate range developments and RDC performance to support sales effort. Take responsibility for the profit and loss performance of the RDC, including the management of costs and business development to achieve delivery of profit.
- Customer service management** Review and improve delivery service to aid business development. Resolve customer queries and issues. Process customer returns and warranties effectively and efficiently, in line with company procedures.
- Asset management** Manage warehouse layout to maximise operational efficiency. Manage and monitor stock movements, carry out the required number of stock checks annually, make sure stock systems are maintained and updated. Make sure all aspects of RDC activities comply with company procedures and policies; necessary actions are taken in response to audit findings within agreed parameters; and RDC staff understand how they can influence costs and contribute to RDC profitability. Make sure procedures are followed and reviewed in respect of security of stock and premises (including out-of-hours alarm calls). Plan, monitor and adjust overall staffing levels to maintain operational efficiency. Use management information to identify opportunities to reduce costs/waste and improve operational efficiency.
- Credit management and banking.**
- People management** Lead on the recruitment and selection of new members of

staff.Oversee the induction of new members of staff. Manage the performance of direct line reports by agreeing expectations (standards, measures etc.) and providing on-going feedback. Identify staff development needs and put plans in place to meet them, including providing coaching and on-the-job training where appropriate. Make sure driver training is organised (accident prevention). Deal with staff issues promptly (e.g. under-performance, misconduct, absence) and in line with relevant FPS policies, liaising with HR Advisor as necessary. Lead on disciplinary/grievance/recruitment/post-accident investigations and interviews as required. Submit weekly absence and overtime calculations to payroll dept. Communication Respond to regional management requests in line with specified deadlines. Attend regional and RDC review meetings with regional management. Escalate all RDC operational and sales issues promptly to relevant regional manager. Carry out regular communication with all field sales staff, holding two-way update on customer developments and issues. Communicate performance and change information to branch staff on an on-going basis. Health and safety - make sure: all RDC equipment is recorded accurately and checked regularly; weekly RDC H & S inspections are carried out and remedial action taken accordingly; accidents and incidents are recorded in line with procedure; random vehicle safety checks are carried out; delivery vehicles and warehouse equipment is maintained and serviced in line with agreed frequency RDC staff, contractors and visitors comply with H & S legislation, encouraging and developing a positive approach to Health and Safety at all levels.

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