

Team Leader – Distribution Centre

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Company: Chronos Consulting

Location: United Kingdom

Category: other-general

Job Description

Team Leader – Distribution Centre North

Location: Seaham

We are looking for a number of Team Leaders to join Retail to support our expanding operation within our Distribution Centre based in Seaham.

As a Team Leader you will look after a team of around 10 Warehouse Operatives within a specific area of the Distribution Centre.

This is a great opportunity to develop your career within warehousing and distribution.

Job Purpose

Reporting to the Department Manager and looking after a team of around 10 Distribution Operatives the purpose of the role is to support the Department Manager in the effective movement of products through the Distribution Centre in an accurate and timely manner, ensuring high standards are maintained within areas of Housekeeping, Health and Safety and Key Performance Indicators.

Key Responsibilities

Day to Day Responsibilities

To deputise for the Department Manager as required

To highlight in a proactive manner any concerns/issues relating to the daily operation

To assign work and prepare paperwork for the Operatives within the relevant department to ensure they are aware of their roles and working effectively

To work alongside Operatives providing support and corrective coaching as required

Communication Responsibilities:

Support the Manager in ensuring that all site communication is implemented and cascaded to the team including pre shift briefs

Assist in motivating the team, by ensuring that communication is effectively delivered, interpreted and understood

Lead by example and actively participate in developing an open/ honest relationship

Departments within DC that you may be responsible for:

Goods In

To accept deliveries and check documentation ensuring that deliveries are accurate and ensure all shortfalls are escalated to the Department Manager in a timely manner

To load and unload vehicles and scan delivered stock information into the Pick, Pack and Despatch Retail

Pick, Check, Pack and Despatch all orders within Company procedures for Retail Orders ensuring agreed service level agreements are met

Load Sets and Cartons to relevant vehicle-carrier ensuring documentation for all orders is complete and accurate; all vehicles must be loaded ensuring safe carriage of stock to both stores and public. Loading and unloading Set-Cartons must be conducted in line with the Company's Health & Safety guidelines

Pick, Pack, Return Ecommerce

Pick, Check, and Pack all orders on time and within Company procedures for E-Commerce Orders meeting agreed service level agreements

Open and log each returned order to our system passing garments to Stock Control for inspection and locating

Health and Safety Responsibilities

Ensure adherence to all Health and Safety policies to ensure a safe working environment, escalating any areas of concerns to the Department Manager or Shift Manager

Skills & Knowledge

Flexibility with regards to shift patterns (2 shifts: 08.00 – 16.00 & 14.00 – 22.00)

Effective and confident communicator

Able to work well in a pressurised environment

The ability to motivate a team

Effective time management skills

Able to work on own initiative but also works well within a team and across functions

Excellent attention to detail

Ideal, but not essential you will be trained up to NVQ level 2 or above in warehousing or distribution.

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Cross References and Citations:

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