

Warehouse Production Team Leader – Tunbridge Wells – March 2021

Overview:

As a Warehouse/Production Team Leader, you'll be responsible for management and performance of the Warehouse/Production team, ensuring all aspects of production and warehousing are in accordance with compliance, quality standards and departmental KPIs.

It will be within your remit to ensure that our customer orders assigned to your production are fulfilled on time and in full, to the required standard.

This will be achieved through effective training of staff on production procedures, working practices and Company policies. You will also be closely supervising and carrying out inductions to all temporary staff. By taking a learning and development approach, you'll train and coach your team members to enhance your team's capability, ensuring they have the tools and skills to do their job effectively.

You will ensure that communication flows smoothly both ways to the management and your production/warehousing team with a relevant information.

As a Production Team Leader, you will be conscious of minimising waste and maximising labour utilisation. You will also share your ideas and improvement plans on cost-saving and better ways of working.

Key Responsibilities:

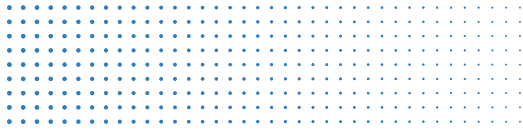
- Leading the team operations- providing the team with daily tasks and general day to day running of the warehouse
- Setting team targets/KPIs- set goals using KPIs on a daily/weekly/monthly basis
- Structuring recording the teams PDP's- Keep records of personal development and improvement plans
- Providing training to all staff/new starters- (products, platforms, configs, testing, troubleshooting)
- Running One 2 One sessions with team members
- Management, coordination, improving processes and increasing team efficiency of the warehouse configuration/production team.
- Weekly ops/progress reports- Send ops reports to SMTs for ops meetings and general updates
- Keeping training records/ team progression records
- Ordering warehouse equipment/ stationary
- Leading the orders process- assigning the team projects to complete and monitoring the despatch process
- Communicating with sales and admin (meetings and regular comms)
- Maintain and create new product codes within the companies CRM/Ordering system

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Qualifications, Experience and Skills:

- 2 years' experience in a warehouse supervision or team leader environment
- 1 years' experience in a technical environment
- Positive behaviours and professionalism, even in difficult situations or when executing unpopular/tough decisions
- Good communication and interpersonal skills
- Proven ability to give clear instructions to a diverse group and get the best out of team.
- Ability to work under pressure and to meet tight deadlines
- To be adaptive and flexible to drive the continues improvement and to take on new challenges
- To be enthusiastic, self-confident and self-motivated.
- Interest in IT and willingness to learn.
- Keen interest in hardware.
- Enjoys problem solving and finding solutions.
- Experience in Working in a Team environment.
- Excellent Time Keeping, communication and organisational skills.

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