

Job Description Logistics & Purchasing Manager

All Company staff are assessed on their demonstration of the five core company values; these must be displayed at all times:

- **Progressive**
- **Communicative**
- **Proud**
- **Accountable**
- **Dependable**

Specific Attributes:

Each job role requires specific attributes. These are characteristics and describe the **type** of person required to fulfil the Warehouse Manager role. You will need to **demonstrate** all of these attributes.

Approachable	Confident
Customer and business focused	Takes the initiative
Tenacious	Driven
Organised	Attention to detail
Neat & Tidy Appearance	Calm
Logical thinker	Lateral thinker

Skills:

Each job role requires specific skills. These are defined as the **abilities** and the **expertise** required fulfilling your role. You will need to demonstrate these skills throughout your job role.

Planning and execution	Ability to work as a Team and lone working
Communicative (written and verbal)	Time management
Creative approach to new campaigns	Attention to detail
High standard of IT literacy	Problem solving
Strong organisational skills	Good negotiating and interpersonal skills
Commercial awareness, for pricing and analysing	Ability to alter websites
Good numeracy and knowledge of statistics	Ability to instruct and delegate
	Ability to lead and motivate a team

LOGISTICS & PURCHASING MANAGER, JOB MISSION, RESPONSIBILITIES AND DUTIES

Mission

To be responsible for the logistics and warehouse function companywide to include ensuring adequate processes and procedures are in place throughout all areas of the warehousing process to ensure accurate and efficient recording of all warehouse transactions and to ensure adequate stock holdings are always available. To arrange and structure the Warehouse and Logistical function to effectively organise, distribute and produce the correct stock requirements to the business as a whole. To implement standard operating procedures to various warehouse premises around the country. To be able to source new lock up /mini warehouse solutions in more remote locations to ensure our service delivery is uninterrupted. To ensure your team of Warehouse Operatives are working to the best of their ability and fully train, manage and motivate your team. To procure all materials to support the business in a timely and cost effective manner. Negotiation to ensure best value for the purchase of supplies, equipment and services. Performing administrative activities in support of the purchasing, warehouse and logistics function and related work as required. To oversee the planned and unplanned maintenance of machinery, buildings and equipment. To advocate our vision and values, to be fully responsible for the quality of service to the customers and staff. To build relationships with all customers, office staff, sales team, technicians, supervisors, managers and directors.

Responsibilities & Duties:

- To oversee multi location warehouse function. Each location has a warehouse operative. Position based mainly in Chandlers Ford with travel to other locations required.
- To help with the sourcing of new depots/mini-warehouses or lock ups as required
- To create and implement effective processes and procedures to ensure the accurate recording of all warehouse transactions.
- Ensure and maintain an effective and timely order management and acknowledgement system.
- Review departmental workload to ensure purchasing is smooth and consistent, via delegation to warehouse staff where appropriate
- To manage the warehouse operatives on a day-to-day basis and to ensure they are sufficiently trained to ensure stock accuracy.
- To ensure that adequate stockholdings are always available for technicians.
- To manage and carry out regular stock takes.
- Producing regular reports on stock usage and availability.
- Improve and implement procedures for the efficient and effective maintenance of buildings, machinery and equipment.
- To ensure all administration is complete for each job commenced. To be flexible with the working patterns as and when required
- Have the ability to make judgement calls/decisions based on your experience within the industry. All other decisions to be authorised by a Director
- To deliver excellent service
- To undertake any training provided by the company
- To liaise with relevant departments to ensure continuity
- Provide suggestions for improvement of practices within the Company
- To engage with the 1-2-1 process
- To plan and organise your own daily work
- To support any business change for the benefit of the company

Key Performance Indicators:

- Stock losses are kept to a targeted minimum
- Ensure all processes in the warehouse and Standard Operating Procedures are followed at all times
- All transactions for the warehouse are correctly recorded
- To ensure all purchases meet the company's requirements
- To ensure you complete all company paperwork and it is filled in correctly
- To have excellent liaison and communication to all customers and departments.
- To ensure you maintain a neat and tidy appearance

During your employment you must adhere to all Health and Safety guidelines at all times which are stipulated in the Company Handbook. This is not a comprehensive list of tasks and you may be required to undertake other tasks deemed "suitable" by your Manager/Director, these tasks will not be incompatible with your job description or contractual requirements and will be implemented after formal discussions.