JOB DESCRIPTION
Updated June 16 – JW/LW

VACANCY
LOGISTICS SUPERVISOR

Department	Warehouse and Production	**Reporting to**	Warehouse and Production Manager
Salary	£10.00 per hour	**Direct Reports**	Transport and Loading Bay staff based at Hemlock Way
Hours	41.25 hours per week- 8.15am to 5.00pm Monday to Friday, with overtime as required	**Designation**	Post Holder (4)
Benefits	➢ 30 days holiday (247.5 hours) inc Bank Holidays, pro rata for part time employees ➢ Access to Newlife Pension Scheme ➢ Staff discount from 12 weeks ➢ Access to Childcare voucher scheme ➢ Health Cash Plan at level 1 upon completion of probationary period.		
Conditions	➢ Essential criteria must be met ➢ Appropriate, acceptable employment references must be supplied ➢ Successful completion of 26 week probationary period. ➢ Post is subject to regular review in accordance with Company policy. ➢ Access to a car and holder of a (relatively) clean driving licence.		
Equipment	➢ Mobile Phone ➢ Lanyard		

About Newlife:

Newlife Trading is a successful social enterprise business which offers a trusted solution for leading companies seeking a secure recycling service for their unwanted goods. We are a not-for-profit business, so all our profits are passed to the charity, Newlife Foundation for Disabled Children, which supports thousands of children and families across the UK.

The trading company (Newlife trading Ltd) was established in 1993 and is registered with the Department of the Environment, helping corporate donors to manage their environmental responsibilities, save costs and combat fraud. We accept goods not only from retail companies and stores in the UK but from businesses operating across Europe. This can be anything from clothing to crockery, jewellery to jigsaws, beds to bridal accessories and footwear to fabrics.

We are known for our commitment, integrity and passion. Recent analysis shows that 45% of staff across the Group have at least 3 years' service and employees with over 15 years' service is not unusual. In a recent survey it was found that nearly 40% of staff in Newlife Trading have had role progressions since they started with us (Figures as at April 2015). We are known for our commitment, integrity and passion and we hope that all our staff can share our professional values and our underlying mission to help disabled and terminally ill children and their families. We also ask them to adopt the cooperative working culture of Newlife, being friendly but professional in all we do.

We are very much led by our mission and if you want to finish a day at work and know you have been part of delivering real change to disabled and terminally ill children and their families, then apply and become part of our successful, dynamic and busy Newlife Trading team.

To find out more about Newlife Trading and Newlife Foundation for Disabled Children, please visit our websites; www.newlifestores.co.uk and www.newlifecharity.co.uk

Post Summary:

Based at the Hemlock Way site, this post focuses on pro-active space planning and co-ordination, liaison with donors and delivery agents and in conjunction with the Stock Liaison Supervisor the rotation of stock to ensure sales opportunities are able to be optimised throughout the year.

In addition, this role will provide 1st line responsibility for the operation of the transport staff and the loading bay at Hemlock Way and provide senior operational cover along with other supervisors in the absence of any member of the management team at the main or other warehouse sites as required.

By its nature this role will require considerable pro-active and effective communication across the Warehouse and Production Supervision team.

Line management experience in a warehouse/goods in and out environment is essential as there will be significant responsibility for the achievement of operational performance targets in accordance with policy and procedure.

The successful candidate will have previous working experience gained in a fast paced warehouse and stock processing environment. They will present robust, effective communication skills, professional awareness, self-confidence and the ability to engage quickly with and motivate people at all levels.

If you feel you have the essential (must have's) requirements and can also demonstrate a significant number of points from the desired requirements (could have's) shown, please apply.

Essential Requirements: **You must have:**

- A highly resilient personality with robust and effective communication skills capable of and comfortable with engaging quickly with own team, wider warehouse employees and external customers/donors.
- A consistent team leader with the strength of character to motivate team to deliver targets.
- Pro-active approach.
- Proven experience in logistic processes.
- Proven experience in space management and co-ordination.
- Working knowledge of Health and Safety requirements.
- Proven supervisory or management experience in relevant previous role/s.
- Good I.T skills including a working knowledge of Microsoft Access, Excel and Outlook.
- Ability to carry out administration tasks in relation to the post including experience of record creation, maintenance and reporting.
- An enthusiastic and self-driven individual who can use their initiative.
- Holder of a Fork Lift Truck license.
- Access to a car and holder of a (relatively) clean driving licence.
- Has attention to detail.

- Ability to prioritise and plan work and initiate review.

Desirable Requirements: **You could have:**

- Prior experience of working in a retail environment
- Prior experience of working in a not for profit organisation
- Holder of Health and Safety Qualifications

Primary Responsibilities:

In respect of the company you will have responsibility for:

- Provide robust supervision for the transport and loading bay staff and ensure they carry out their duties as required and in accordance with Company procedures.
- Ensure the proper checks are carried out prior to driving the fork lift truck.
- Use the fork lift truck in a safe an appropriate way to load and unload deliveries and recycling.
- Ensure any issues with the fork lift truck are reported to an appropriate manager.
- Provide supervisory support across the wider Warehouse Management team as required including support at Bridgtown, Heanor and Lakeside if needed.
- Effectively implement and maintain appropriate and effective health and safety procedures/activities within the 'yard' area of the warehouse in accordance with Company and statutory requirements.
- Co-ordinate bulk transport.
- Co-ordinate and process transport invoices as required with particular responsibility for JLF, Trailer Freight and any other logistics provider as required.
- Co-ordination and supervision of Fundraising materials as required.
- Movement of nursing equipment as required.
- Liaise with Corporate Services on failed collections to organise suitable alternatives.
- Effective communication with all supervisors across both Hemlock Way, Bridgtown, Lakeside and Heanor sites.
- Production of reports as and when required.
- Control of transport budgets and costing in relation to deliveries.
- Effective planning and co-ordination of Van Drivers.
- Consistently demonstrate diligence for safeguarding stock, equipment, consumables including management of entry/exit point in the 'yard'.
- Ensure all bulk deliveries are appropriately booked in or out on the supplier control database.
- Ensure the correct checking off processes is adhered to and that all staff are trained in these processes.
- Ensure all delivered goods are located and stored in the correct area of the Warehouse and liaise with the Stock Liaison Supervisor where applicable.
- Ensure the loading bay area is neat, tidy and boxes stored in this area are correctly labeled.
- Ensure the Delivery and Dispatch area is secure at all times, including security of outside containers and roll cages and control all access to the loading bay area.
- Liaise with relevant parties to ensure that collections of recycling and donor stock/goods are arranged for the most appropriate times to prevent interference with pre-booked deliveries.
- Manage off-site operations in accordance with correct Warehouse procedures and in line with relevant objectives if required.
- Effectively and appropriately co-ordinate the relationship with donor companies, Corporate Services and the Newlife warehouse.
- Move roll cages and other equipment in line with health and safety training

Additional Responsibilities / Expectations:

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a

safe and appropriate manner.

- Any other duties as required from time to time.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.

Applications:

Should be by completion of a standard Newlife Application Form, available as a free download from our website, by calling the Personnel Dept or by visiting the Superstore in Cannock.

CV's may be attached, but we do not accept CV's alone, unless direct from an appointed agency.

Equal Opportunities:

Newlife Foundation & Newlife Trading Ltd are Equal Opportunities Employers.

Contact Details:

Head Office: Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF.
Tel: 01543 468888.
Email addresses (according to post vacancy relevancy):
info@newlifecharity.co.uk or info@newlifetrading.co.uk

Web addresses (according to post vacancy relevancy):
www.newlifecharity.co.uk or www.newlifestores.co.uk

Other Info:

Newlife Foundation Registered Charity No: 1001817 in England and Wales

newlife
foundation for disabled children