



# Vapormatt

## Job Profile

Job Title:	Stores and Logistics Team Leader
Department/Location:	Operations
Reports to:	Purchasing and Logistics Manager / Operations Manager
Staff Responsibilities:	Day to day supervision of the stores teams.
Hours of work:	37.5 hrs per week - Mon – Fri 09:00 – 17:30
<p><b>Summary of Position:</b></p> <p>Through a persistent pursuit of excellence the Stores and Logistics Team Leader will accurately get their team to ensure the right part gets to the right place/person at the right time and in the right way.</p> <p>The role requires leadership of the stores team and area whilst delivering business improvements in the area of responsibility that conforms to a 5S standard and meets the HSE requirements of the business.</p> <p>Additional focus will be on the supply of parts to production and subcontractors as well as ownership of the export procedures and logistics.</p>	

### Primary Responsibilities

1	Motivating, coaching and leading the stores team;
2	Packaging, documentation and transport for the global export of machines;
3	Act as the custodian of all customer property within Vapormatt;
4	Control of all quarantined stock, ensuring timely resolution to issues;
5	Proactively suggest, present and implement projects for business improvements;
6	Reporting and delivering on KPIs for the area of responsibility;
7	Maintain up to date calibration logs of all equipment and material handling equipment;
8	Keep track of all company assets, their location, condition and usage;
9	Achieve consistently high levels of stock accuracy across all warehouses and locations;
10	Ensure stores and logistics procedures are correctly documented and followed;
11	Assist with any goods in/out, stock take, works orders, assembly operations and kitting as required by the business;

12	Proudly keep the stores area clean and organized to a 5S sustained standard that adheres with the health and safety procedures of the business;
13	Support colleagues with any reasonable request that relates to stock in a way that is flexible and helpful;
14	Willingly partake in wider company initiatives and provide constructive suggestions for improvements where possible;
16	Facilitate an easy and well documented returns process for all sales and purchase returns;
17	Take ownership of the HSE in stores and be a member of the HSE Management Team;
18	Adhere to procedures relating to the proper use and care of equipment and materials;
19	Adhere to stated policies and procedures relating to health and safety, and quality management;
20	Identify and report H&S issues to your H&S Manager Maintain a tidy stores area;
21	Undertake Ad-Hoc projects as required by line manager.

**Note:** This job profile is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process.

#### Personal Specification

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Leading Ship Course / Qualification</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 qualifications in Team Leading – CMI</li> <li>MS Excel Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven work experience as a team leader or supervisor.</li> <li>In-depth knowledge of performance metrics.</li> <li>Good PC skills, especially MS Excel.</li> <li>Delegation</li> </ul>	<ul style="list-style-type: none"> <li>Decision-making skills.</li> <li>Good understanding of MS Excel Pivot Tables</li> </ul>
<b>Qualities and Attitude</b>	<ul style="list-style-type: none"> <li>Solves Problems,</li> <li>Motivating others,</li> <li>Relationship building</li> <li>Leads by Example</li> <li>Communication</li> <li>Trustworthiness</li> </ul>	

#### Prepared by

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Title and/or Department:	Purchasing and Logistics Manager / Operations		