

SPACIOTEMPO - JOB DESCRIPTION



Job Title: Logistics Manager

Line Manager: Operations Delivery Manager

Overview

The position of Logistics Manager is a full-time role within the Operations Department of Spaciotempo UK. The successful applicant will be self-motivated, possess excellent time management skills, an eye for detail and the ability to think on the spot to resolve operational issues as they occur. They will have experience working in a busy Operational environment where multi-tasking and prioritizing were essential.

The Logistics Manager will form part of an operational team with the responsibility, on behalf of the Company, for ensuring all allocated projects are carried out in a professional, safe and compliant manner in strict accordance with Company Standard Operating Procedures (SOPs).

Key Skills and Responsibilities

- Comply with all instructions and direction issued by the Operations Delivery Manager
- Manage all Logistics requirements on behalf of Spaciotempo UK
- In conjunction with the Operations Director, provide holiday cover in the absence of the Operations Delivery Manager
- Cover the duties of the Yard and Logistics Co-ordinator during periods of absence
- Manage the receipt, issue and movement of all stock from site in conjunction with the Yard and Logistics Supervisor
- Monitor and report on all shortages or missing stock on sites, following up with an investigation via the KPI process to continually improve preventative actions
- Manage the 100% Annual Stock Take and all other monthly audits and spot checks
- Maintain and manage the parts, prices and technical information databases
- Manage the ordering of all project specific parts
- Manage and maintain all supplier relationships, to include direct supplier interaction and dialogue. Regular contact with suppliers to maintain best supply practice and prices to include re-negotiation where possible to gain best price
- Technical advice to commercial department and sub-contractors as required
- Monitor performance levels for all yard personnel against achievement of annual targets
- Appraisal, development and training of all yard staff
- Maintain records and inspection sheets for all fire alarms, extinguishers and emergency lighting
- Control and monitor the issuing of full PPE to all staff, maintaining individual PPE records
- Ensure the yard is always operational, safe and compliant to H&S requirements
- Maintain an up-to-date awareness of health and safety practices
- Continually develop professional competence and achieve all objectives set through formal appraisal
- Provide daily progress reports and updates to the Operations Delivery Manager
- You may be required to travel and visit operational sites as part of your duties
- Perform other duties as requested by the Operations Director

Mandatory Competencies

- IT Literate, including MS Office and PDF
- Confident, professional and flexible with excellent attention to detail
- Ability to communicate coherently and handle high levels of pressure
- Valid Driving License
- Forklift Truck License

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the business needs of the company