

Team Leader

Company Background

Store-All is one of Ireland's largest supply chain management companies. The company currently manages in excess of 850,000 sq ft of warehousing across 16 locations across 8 sites in the South-East and has its HQ near Belview Port. The company offers custom and integrated (Transport & Storage) supply chain solutions for some of the world's leading Food & Pharma multinationals. The company also provides Document & Self-Storage services. Further sites are being developed to support the business expansion.

Reason for Vacancy

The company has been recently bought out by two managers who have ambitious plans to develop the business. There is currently a requirement for a Team Leader who will report to a Supervisor.

A Day in the Life of our Team Leader

- Ensuring you carry out your duties and responsibilities to the best of your ability.
- Integrate into a team environment and receive reasonable instruction from Store-All Supervisors/Managers.
- Set a good example to all personnel, whilst also communicating the importance of meeting customer, as well as statutory and regulatory requirements.
- Adhere to Store-All policies and SOP's at all times.
- Follow Store-All Health & Safety policies, and inform superiors of any safety issues identified/observed.
- Expected to adhere to all Store-All SOP's, Health & Safety policies, and inform superiors of any safety issues identified/observed.
- Deliver internal training to personal when required.

Key Responsibilities

Operations

- Checking stock on arrival / checking stock for delivery.
- Charging electrical equipment.
- Warehouse operative duties & responsibilities.
- Operating forklifts / reach trucks / magaziners / pallet trucks / floor washers.
- Loading / unloading goods.
- Locating / picking stocks.
- Handballing / repalletising loads, as applicable.
- Performing Cycle Counts.
- Adhering to KPIs & keeping PM boards up to date.
- Unlocking/locking of Store-All premises, as required.

Quality

- Comply with GDP, GMP and Quality requirements, as per Store-All SOPs and policies.
- Ensure that ISO9001, ISO 4500, GDP standards and customer requirements are met at all times and up to date systems and forms are being used.

Training

- Performing training with operatives, when required.
- Provide cover for stock controller and other supervisors, when necessary.

Health & Safety

- Be aware of Health & Safety compliance. High visibility vest, safety shoes and company ID badge to be worn at all times. Smoking is strictly prohibited in our warehouses, offices & canteens.
- Ensure that any Health & Safety issues are escalated to management / Supervisor.
- Total confidentiality must be maintained in all areas in relation to Store-All client information. No discussion with any client, supplier or third party in relation to another client or supplier content or information is allowed.
- Housekeeping/clean as you go.
- Health & Safety awareness.
- Adhere to safety requirements, as outlined in our procedures, Safety Statement and by law.
- Building security & alarms

Reporting

- Conduct 1:1 periodic appraisal with direct staff i.e. Operatives.
- Reporting issues (raising Investigation Reports).
- Arranging workload, staff and overtime.

Compliance

- Adhere to all company policies, procedures and business ethics codes, and ensure that they are communicated and implemented within the company.
- Performing weekly Forklift Inspections and perform weekly upkeep of machinery i.e. topping-up batteries with water, etc.
- Inspecting transport units and raising issues with Supervisor.

Supervisor cover

- Delegating tasks & responsibilities to Warehouse Operatives.
- Performing warehouse inspections and controlling stocks of empty pallets / shrink-wrap / detergents / toiletries / skips.
- Organizing equipment services & repairs, including procuring PO numbers.
- Reporting issues (raising Investigation Reports).
- Communicate the importance of meeting customer as well as statutory and regulatory requirements.
- Inspecting, and rejecting unsuitable transport units, when necessary.
- Accompanying site visitors.
- Ensuring equipment purchased/hired is received in good order.
- Ensuring contractor work is completed satisfactorily.
- Performance of cycle counting, as per procedure.
- Ensuring cleanliness of buildings/yards etc.
- Attending Performance Management Reviews with customers, in the absence of supervisor.
- Perform/schedule forklift training with operatives, in the absence of supervisor.
- Perform/schedule Manual Handling training with employees, in the absence of supervisor.
- Raising and reviewing Change Control Forms and Investigations Reports, in the absence of supervisor.
- Ensuring cleanliness of buildings/yards etc.
- Filing/archiving old files.

Experience

- Manual Handling Certificate.
- Counter Balance Certificate.
- Magaziner Certificate, if applicable.
- Reach Truck Certificate, if applicable.
- Ride-On Pallet Truck Certificate.
- General Units Training Completed, where necessary.
- Pharma Units Training Completed, where necessary.
- SmartPly Training Module Completed, if applicable.
- GDP training completed.
- Beginner Computer Skills Required.
- Beginner Microsoft Office Skills Required.
- Store-All Online Warehouse Management System Training Module Completed.
- Experience as a Store-All Warehouse Operative.
- Ability to integrate into a team environment, and where necessary, to work overtime to achieve a deadline.
- Basic Health & Safety training
- Train the Trainer' Certificate.
- Intermediate computer skills.

Benefits

- Discretionary performance bonus.
- Travel expenses.
- Training and career progressions opportunities available.
- Employee Assistance Program.