

JOB SPECIFICATION

1. POST

Post:	LOGISTICS CONTROLLER
Depot / Department:	NORMANTON DEPOT
Ref:	GPL/GP140
Salary:	DEPENDENT ON EXPERIENCE/COMPETITIVE

2. SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE

Responsible to:	Alistair Harris – Logistics Manager
Liaising With:	Service Managers, Depot Store persons, Depot Supervisors, Service Engineers, Depot/Head Office Staff and Management Team.

3. MAIN FUNCTION OF JOB (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

- To provide logistic support to the Service Managers/Depot Managers.
- Ensure complete customer satisfaction.

4. MAIN DUTIES (brief description)

Duties/Responsibilities

- To provide logistic support to the whole Company.
- Manage the Stores Function and control Dispatches and Receipts.
- Ensure adequate storage is available and good House Keeping is observed in all areas.
- To ensure all transport movement is logged and analysed
- To Produce Weekly/monthly reports on ways for improvement to current processes.
- To assist the Logistics manager.
- To ensure all Delivery / collection note are passed to Drivers + outside transport is a timely manner
- Assist with booking of all Deployments and collections internal and External
- Negotiate cost with outside suppliers for all Deployments + collections
- Route planning of Deployments / collection in accordance to driver times, rules and regulations
- Ensure company vehicle or occasional loan vehicle supplied, is kept clean and tidy at all times, serviced within manufacturer's guideline, and ensure any defects are notified to correct parties and rectified in a timely manner.
- Liaise and communicate effectively with all levels of staff.

5. REQUIREMENTS TO CARRY OUT JOB

Essential or desirable requirement (E/D)	E	D
Qualifications required:		
<ul style="list-style-type: none"> Competent on Microsoft Excel. GCSE in English & Maths. Confidence with IT and computer packages. 	E E E	
Experience/Skills required:		
<ul style="list-style-type: none"> Proven Logistics Experience. Administration experience. Excellent organisation skills. Good communications skills, written and verbal. An ability to work efficiently under pressure. Ability to understand and implement written and verbal instruction 	E E E E E E	
Specialist training required:		
N/A	N/A	N/A
Personal characteristics/Attributes required:		
<ul style="list-style-type: none"> Work well on own initiative and as part of a team. Ability to ensure the work gets done in a timely and effective manner. Ability to follow Company policy and procedures. Self-motivation. 	E E E E	
Other Information		
N/A	N/A	N/A

6. SPECIAL TERMS

Special conditions e.g. working with hazardous substances, equipment, animals etc:	N/A
Working in different locations:	The Company reserves the right to require you to work at a different location to meet the operational needs of the business.
We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.	

If you are interested in the above position please discuss in the first instance with your line Manager, then complete the application form and Email to:	Vacancies@generator-power.co.uk
--	--

CLOSING DATE:	6th June 2018
----------------------	---------------------------------