



Warehouse & Distribution Team Leader (Supervisor)

(July 2017)

**Redemptorist Publications
Alphonsus House
Chawton
Hants
GU34 4HQ**

POSITION: Warehouse & Distribution Team Leader
(Supervisor) - Full-time

LOCATION: Redemptorist Publications, Alphonsus House,
Chawton, Hampshire, GU34 3HQ

ACCOUNTABLE TO: Head of Distribution & Sales

BACKGROUND:

Redemptorist Publications (RP) is a Catholic publishing house with a committed outreach to all Christians and is owned by the London Province of the Redemptorist Congregation. RP is a registered charity. RP comprises five divisions forming an integrated publishing and distribution enterprise. Specialist activities include the creative design and editorial development of Christian as well as other spiritual material, in the first instance providing pastoral support to the clergy and their parishes, but also reaching out to the wider Church and individuals in their search for meaning. RP also supplies outstanding logistics and communication capabilities across the country.

OUTLINE OF ROLE:

Deputize and assist the Head of Distribution & Sales in the day to day running of our busy warehouse and distribution function.

MAIN DUTIES AND RESPONSIBILITIES:

1. To supervise, delegate and assist in the day-to-day tasks within the warehouse ensuring best practice at all times.
2. To pick and pack orders accurately and efficiently.
3. To unpack incoming goods and store them in the correct location.
4. To ensure all end of day procedures including administration are completed eg pallets and mail processed and collected by distribution partners.

5. Liaise with the Customer Care team to ensure orders are despatched on time.
6. Work with the team to develop and improve processes and procedures.
7. To lead the team in completing the quarterly stock take accurately and efficiently according to company policy
8. To ensure the correct procedures are followed for parcels entering and leaving the building.
9. To ensure that all orders are accurately collated, securely packed and dispatched within the Department's service standards using the appropriate parcel carrier/ Royal Mail.
10. To supervise the health and safety aspects of working in the warehouse ensuring a safe working environment at all times.
11. To be responsible for the general cleanliness and tidiness of the warehouse.
12. Regularly review arrangements for mail and post to ensure highest level of service and value for money are available to the charity.

PERSON SPECIFICATION

		ESSENTIAL	DESIRABLE
1	Qualifications		GCSEs or equivalent x 3 grade A-C, (to include English Language)
2	Professional Development	A willingness to attend training programmes as identified by the Head of Distribution & Sales.	
3	Experience	It is essential that the post-holder has had a minimum of five years' experience of working in a warehouse and distribution environment.	
4		The post-holder will be able to evidence experience of supervision of staff and working as a team member.	
5		Fork-lift/Pallet Truck handling.	
6	Knowledge	Knowledge and understanding of business operations.	
7		An understanding of the reasons for an Equal Opportunities policy and how it affects the immediate working environment.	
8		Good knowledge and experience of Stock Control processes.	
9	Skills and Abilities	Computer literate and willingness to learn our Warehousing IT system.	A range of Microsoft Office software skills
10		Previous experience of using barcode scanners.	
11		Excellent organisation skills, including the ability to plan and monitor one's own workload and the workload of team members to meet deadlines.	
12		Good interpersonal skills together with good written and oral communication skills.	

13		A flexible approach to work in order to achieve deadlines.	
14		Highly developed motivational skills.	
15		Ability to use creative thinking and a flexible approach to pre-empt, identify issues and solve problems.	
16		Attention to detail.	
17		A positive, professional 'can do' attitude.	

ADDITIONAL INFORMATION:

The post holder will also be expected to:

- a) Demonstrate model behaviour that is at all times consistent with an open, inclusive and participative style.
- b) Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
- c) Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of Redemptorist Publications.
- d) Actively participate in the appraisal scheme.
- e) Participate in the implementation of, and compliance with, legislation and good practice relating to health and safety.
- f) Attend and support off-site sales events as identified by the Head of Distribution & Sales.

The scope of this profile reflects the needs of Redemptorist Publications at the present time. It is not intended to be a fully inclusive or exhaustive list. The post-holder will therefore be expected to work flexibly and to undertake other reasonable duties that may be required. The profile will be subject to continuous review as the needs and requirements of Redemptorist Publications changes over time.

TERMS AND CONDITIONS:

Ideally the successful candidate will be available to commence employment with Redemptorist Publications no later than mid-September 2017.

This post is based in Chawton, Hampshire.

Hours: 37.5 hours per week full time. Redemptorist Publications offers a flexible working day and is open between 8.00-5.00pm. The Head of Department will agree hours based on the need to ensure adequate service levels available within the Department during office opening hours.

The remuneration package for this 37.5 hours pw post will be £21,000 - £23,000 depending on experience. The post attracts an annual leave allowance of 22 days plus eight statutory national holidays per annum.

Redemptorist Publications is committed to making every reasonable adjustment to the workplace or working arrangements in order to accommodate employees with disabilities.

HOW TO APPLY:

Please send by email a covering letter together with your Curriculum Vitae (with contact details of two referees – one business and one personal) to mikeroberts@rpbooks.co.uk by 5pm on Monday, 7 August 2017. We will short-list applications by Friday, 11 August and arrange interviews for successful candidates. Interviews will be held on Wednesday and Thursday, 16 and 17 August 2017).

The appointment will be made subject to receipt of satisfactory references. We will only contact your referees if we make you an informal offer of employment.