

PROCESSOR MANAGER- WARRINGTON- 40 HOURS/PW

An exciting opportunity has arisen for full-time Processing Manager to join our Warehouse team. Secured Mail has a fantastic, friendly culture that thrives on teamwork, and we offer great benefits such as free uniform, free on-site parking, increasing holidays in line with service, quarterly bonus potential and access to Perkbox.co.uk giving you; money off at major retailers, restaurants & cinemas and discounted gym memberships. In addition you could also have access to our Company Pension Scheme & other salary sacrifice initiatives, but most importantly the chance to work for one of the largest technology enabled e-commerce and postal logistics businesses in UK!!

We are seeking a full time Processing Manager based at our Warrington Hub on a permanent basis. The shift pattern will be **18:00-02:00 Monday- Sunday**- (5 over 7 days- 40 hours a week), flexibility is required.

WHO IS SECURED MAIL?

Originally a letter delivery business, Secured Mail has an outstanding track record for growth, taking turnover from zero to over £80 million in the last ten years since it was established. We have also been ranked several times in the 'The North West's Fastest Growing Company' report and The Insider's 'Growth 100 Report' as well as successful inclusion in the Sunday Times Fast Track 100. We have successfully diversified into the rapidly growing economy parcels market, capitalising on the boom in online shopping.

MAIN DUTIES:

The Processing Manager will report to the Processing Director. The purpose of the Processing Manager Role is to:

- To manage the day to day running of all processing functions with the operation at the Warrington Depot. To include all Bulk mail, unsorted mail processing and the goods in and despatch functions.
- Ensure the staffing levels for all of the warehouse teams within the depot are operating within the agreed budgeted figures
- To ensure all Bulk mailings are processed to the agreed SLA's and any issues communicated to the Sales and Client services teams
- To ensure all unsorted mailings received into the Secured Mail network are processed on time and via the most cost effective stream
- Ensure these mailings are compliant with the format and service selected
- Manage the day to day processes of the Processing teams at the Warrington depot
- Manage the day to day processes of the Revenue protection team at both Warrington
Provide detailed processing reports to the Director of Processing
- Lead team meetings
- Ensure all teams operate within set budgets
- Ensure all departments operate within agreed SLA's
- Liaise with Sales and Client Services on any issues
- Coach and develop supervisory team
- Carry out Disciplinary meetings

GENERAL RESPONSIBILITIES

- Provision of excellent customer service, displaying a professional attitude and behaviour to customers and staff at all times
- Wearing of company uniform if required and any required safety clothing at all times
- Compliance with procedures for timesheet completion and authorisation and absence management
- Following agreed procedures in the case of accidents as outlined in the H&S handbook

- Keeping the work area in a clean and safe state at all times
- Work to the standards and procedures as set out in the company's Employee, Drivers, and Health & safety Handbook
- Compliance with all Secured Mail Group Company procedures

ESSENTIAL EXPERIENCE:

- Experience in the Down Stream Access mail industry.
- Understanding of mail services provided by RM and Secured Mail
- Able to prioritise workload effectively.
- Flexible approach to working hours
- Ability to manage and work in cross-functional and intercultural teams
- Ability to read and understand routing codes / Postcodes and SSC's (Standard Selection codes), understanding of a Sort 70 selection.
- Maintain a continued work rate for up to 10 hours if required.
- Good administration skills, literacy and numeracy.
- Be an excellent team player and contribute fully to achieve a goal.
- Educated to GCSE standard or equivalent.
- Knowledge of C9 compliance and security and integrity protocols.

This list is not exhaustive and more may be added as other areas of need are identified.

ABOUT YOU:

You'll need to be a self-starter who is keen and enthusiastic, with a proactive approach and a 'can do' attitude. You will have good attention to detail and will be able to work effectively as an individual and as well as part of the Warehouse team. You must be competent in English and Maths, and should have the desire to learn, as well as a passion for success. An understanding of the mailing industry would be ideal as you'll be required to look at the compliance of mail pieces as well as the volumes coming in. Ideally, you will have GCSE English and Maths at grade C or above, this is desirable but not essential.

If you enjoy being part of a friendly working environment that is fast-paced, then this role is definitely for you.

Ready to apply?

If you would like to apply for this vacancy, please contact us now by sending your CV to HR, or email to: Careers@securedmail.co.uk