

GOODS IN TEAM LEADER (PM)- WARRINGTON- 37.5HOURS/PW

An exciting opportunity has arisen for full-time Good In team leader 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, team leader allowance, 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 Goods-In Team Leader (PM Shift) to join our Warehouse team. The shift times will be 16:00hrs – 00:00hrs (37.5 hours a week), but a degree of flexibility is required.

Main Duties:

The Goods-In Team Leader (PM Shift) will report directly to the Goods-In Supervisor. The purpose of the Goods-In Team Leader is to:

- Ensure that all work is prepared to agreed productivity levels and quality standards.
- Work productively as a team so that mail is dispatched correctly, to agreed timescales.
- Guarantee that Health & Safety standards and regulations are complied with.
- Ensure all required paperwork is completed and provided to the appropriate internal and external personnel.
- Provide Management Information as agreed, in the correct format, and to agreed timescales.
- Act as the first point of contact for staff, escalating issues to the Supervisor as required.
- liaise with the Supervisors and Hub Manager as required for relevant operational and statistical information on priorities of work /collection and deliveries for the day.
- Direct the work of team members to achieve and maintain quality and productivity levels.
- Maintain records and review documents prepared by the team.
- Monitor the performance of team members.
- Perform the duties of a Warehouse Operative where this is required.
- Be responsible for H&S compliance for the team. Reporting any breaches of H&S regulations and accidents/near misses immediately.
- Communicate work practices, procedures and methods to team members, as required.
- Handle induction and training for new team members as required.
- Conduct team communication sessions with the Supervisor (team briefs).
- Provide accurate payroll information to the supervisor, in a timely manner.
- Responsible for the tidiness of the work area for the team.
- Open and/ or close and secure the building as directed.

This list is not exhaustive and may change from time to time as business needs dictate.

ABOUT YOU

You will have proven experience in the mail environment and will be able to demonstrate knowledge of processes relating to customers work and machine processes. You will also have satisfactory computer skills (Word, Excel, Outlook, etc.), and will be able to demonstrate good interpersonal skills with a strong focus on communication. You must also be capable of prioritising workloads effectively; working to strict productivity and delivery targets, and must express a flexible approach to your working hours. Additionally, as Goods-In Team Leader you must be a team player and have proven experience of successfully leading, managing and motivating a diverse team to achieve goals.

In addition to their normal rate of pay, the Goods-In Team Leader will be entitled to receive an annual Team Leader Allowance for their additional responsibilities, and a Shift Allowance, paid monthly.

If you enjoy being part of a fast-paced, friendly working environment, this role is for you!

Ready to apply?

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