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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Distribution supervisor | Department | Distribution |
| Function |  | Site | FHF |
| Date | 18/06/21 | Approved by(manager) |  |

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| SECTION 2 – JOB SUMMARY |
| Carry and control daily distribution duties within the department, To report into the Senior Distribution Supervisor and follow any directive given.  |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Administration:*** Ensure all load sheets are filled in correctly
* Ensure stock sheets are filled in correctly
* Ensure all paper work are printed correctly
* Ensure that all distribution administrative tasks are completed in a timely manner
* Control staff rota ( hours , holidays ,sick)
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| **Day to day*** Liaise with production on a daily basis to ensure stock is ready for despatch on time
* Liaise with delivery drivers when ready to load or unload their vehicles
* Load and unload vehicles
* Count and check stock
* Effective team management
* Support senior supervisor on managing the effluent plant
* Deal with contractors
* Attend daily management meeting and provide update on dept
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| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) |  |
| Years Experience (i.e. Relevant experience, Industry Experience, etc) | 2-3 years experience in warehouse / distribution preferred but not essential  |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) |  |

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| SECTION 5 – DIMENSIONS & SCOPE |
| KPI Responsibility | Direct/Indirect KPI  | Size/Amount |  |
| Other key dimensions(.e.g. sales, products, reports, , etcPlease put description and numbers |  |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) |  |

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| SECTION 7 – POSITION IN ORGANISATION |
|  **Distribution**  | Team Size (if none put 0) | Up to 7 staff  |
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|  | Reports to (Job Title) | Senior distribution supervisor |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 – SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |