

JOB DESCRIPTION



Job Title: Depot Manager

Responsible To: National Distribution Manager

Location: Normally based at own depot with minimal travel

Main Purpose of the Job:

- To ensure an efficient and effective customer service through good practices and processes
- To manage a first class distribution and warehousing service with budget and KPI's
- To manage the administrative functions of the depot to be efficient and effective and in accordance with Company policy and requirements
- Manage local resource levels
- To ensure reportees' induction and periodic training

Skills required:

- Leadership and coaching
- Analysis of trends and resource forecasting
- Financial management
- Understanding of the importance of customer service
- Ability to set and monitor operational KPIs
- Computer literate and use of additional transport/warehouse software systems
- Ability to communicate at all levels of the business
- Good general management skills
- Manage change