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| Job Title (Vidrala Group) | Warehouse Operations Team Lead |
| Job Title | Warehouse Operations Team Lead- Ballyconnell |
| Organizational Unit | Logistics |
| Business Unit | Encirc |
| Reporting to (Hierarchical) | Warehouse Manager Ireland |
| Reporting to (Functional) | Warehouse Manager Ireland |

Main Purpose of Role

Oversee and manage the Ballyconnell warehouse site, to include Safety, Efficiency & Productivity, People, Service & Quality.

Safely manage the daily operations and shift planning of the warehouse team to ensure adequate resources are in place to meet customer delivery expectations and achieve On Time in Full (OTIF) target.

Monitor and manage the Warehouse Stock in SAP/ RFID to ensure stock accuracy and warehouse capacity optimisation.

Support the Warehouse Manager – Ireland in the daily operations ensuring compliance with all regulatory, safety, and environmental standards.

Key Accountabilities

- Manage the team of Administrator, Chargehand, Shunter Driver and Forklift operators to ensure that customer requirements and stock transfers are met.
- Ensure resource levels are maintained and controlled to meet operational needs, managing shifts, absence, sickness and training in line with company requirements.
- Collaborate with Warehouse and Transport teams to proactively plan inventory levels ensuring alignment with Production Schedules.
- Safely and Effectively Manage all stock movements and locations in the warehouse to ensure warehouse capacity is optimised using FIFO principle.
- Monitor and Review Customer Orders and Internal Transfers to Safely and Effectively Manage all stock movements and locations in the warehouse to ensure warehouse capacity is optimised using FIFO principle.
- Monitor and review customers stock levels in RFID and SAP systems, ensuring Recon checks are carried out and any follow up corrective actions are completed.
- Collaborate with relevant stakeholders to effectively manage all returns and transfers in accordance with the agreed processes.
- Oversee the product quality during storage in the warehouse.
- Ensure daily activities in the warehouse are carried out in line with all regulatory, safety, and environmental standards.
- Review Stock Levels and Transfer requirements with Warehouse Manager and Derrylin Warehouse Operations Team Lead to optimise resources between the two warehouse locations.

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- Liaise with GSS on site to ensure Pallet Handling operations are carried out safely and the pallet storage area is managed to required standards.
- Report on target KPI's to include Warehouse Capacity, Daily loads despatched, Collapsed Loads etc.
- Identify opportunities for improvements in Capacity Utilisation, Resource Management and Cost Savings in line with Business Requirements.
- Monitor, Review and Report on the standards of Third-Party Hauliers in line with Service Level Agreements.
- Review and Monitor Standard Operating Procedures (SOP's) with the Warehouse Manager to ensure operational consistency across the sites.
- Actively participate in the roll out of VOS and Continuous Improvement activity with Logistics and Operations teams
- Lead, train, and develop warehouse admin team and staff to achieve performance targets.
- Create Purchase Requisitions for all purchasing requirements for the warehouse and monitor expenditure using cost order reports monthly.
- Assist the Warehouse Manager in the management of warehouse budgets, monitor KPIs, and prepare regular performance reports.
- Ensure compliance with Company Health and Safety Regulations, leading by example and driving Zero Harm Strategy in the warehouse and despatch areas:
 - Ensuring all activities are adequately assessed for risk and appropriate controls are in place where required (e.g., LOLAR, COSHH, DSE, PUWER, etc).
 - Ensure that all near misses, accidents and incidents are reported and investigated, with corrective actions implemented where required
 - Maintain a safe working environment for all Third Party Contractors on site to include Drivers, Cleaners and any other Contractors or Visitors to site.
- Other duties as assigned by the company to support the goals of the company

Knowledge, Skills and Experience

Business Knowledge

- 3-5 years previous experience in managing/supervising a fast-moving warehouse with large team of operators
- Managing Stock integrity and accuracy, and resolving discrepancies
- Proficient with ERP Systems and barcode technology
- Substantiated understanding of logistics transport scheduling and supply chain workflows
- Good level of general education and ability to learn new concepts and principles. Professional qualification is desired
- Health, Safety & Environment knowledge and experience – investigation and follow up of incidents, establishing Root Cause Analysis, implementation of Leading KPI's
- Experience of overseeing audits, inspections and compliance activities
- Ability to demonstrate personal success in the achievement of challenging business targets

Essential Functional / Technical Skills

- Computer literate - Excel, Word etc – Essential

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- Previous experience of SAP or similar warehouse management system is essential
- Effective team management skills
- Good negotiation & communication skills
- Time management skills with the ability to effectively prioritise
- Problem solving and root cause analysis to resolve operational issues
- Ability to work on short-term issues and support colleagues across the business

Personal Attributes / Competencies

- Commitment to Customers
- People Commitment & Development
- Sustainability
- Experience of working in a high-pressure environment
- Innovation & Continuous Improvement

Impact

Individual Contribution / KPIs

- The role holder may support project teams in terms of Continuous Improvement and process reviews
- Health & Safety
- Customer Service
- Productivity
- Accuracy
- Quality
- Held ware

Key Contacts

- Transport department
- Quality team
- Sales team
- Health & Safety
- External business partners, i.e. hauliers, suppliers





Decision Making

(Outline the most important recommendations expected to be made for others to decide on)

- Accountable for managing all related warehouse / despatch activities including system controls in SAP / RFID

| Value | Leads Others |
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| Commitment to Customers  | <ul style="list-style-type: none"> ➤ I listen and value input from stakeholders. I am a trusted advisor. ➤ I consider big picture, I identify and communicate risks, challenges and opportunities. ➤ I empower others, together we can meet the needs of customers and the organisation. |
| People Commitment and Development  | <ul style="list-style-type: none"> ➤ I always provide open and honest feedback, team behaviours are values-based. ➤ As a leader, my priority is the success of others, I achieve this by offering regular feedback and development opportunities. ➤ I ensure all of my stakeholders feel safe, included and have an equal opportunity to contribute and succeed. |

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| Sustainability  | <ul style="list-style-type: none"> ➤ I ensure others is conscious of our impact on people and environment, people and safety remain top of my agenda. ➤ I encourage others to embrace positive change. ➤ I role model how to make sustainable choices, and sustainability conscious decisions. |
| High performance  | <ul style="list-style-type: none"> ➤ My interactions with others are values driven and well planned. I ensure we reflect on lessons learned. ➤ We are accountable for delivering against objectives or targets. I support others through coaching, development and regular feedback. ➤ We face challenges head-on, as a team. |
| Collaboration  | <ul style="list-style-type: none"> ➤ I adapt my style of communication to get the best out of others and actively seek out a diverse range of perspectives and ideas. ➤ I champion equity, diversity, and inclusion. I challenge inappropriate language or behaviours consistently and respectfully. ➤ I am comfortable with not being the expert, we play to our strengths. |
| Innovation and continuous improvement  | <ul style="list-style-type: none"> ➤ I create an environment where it is safe to challenge and be curious. ➤ We reflect on performance, I encourage celebration of our successes and always look for improvements. ➤ I am open to change, I communicate the reasons for change, I am transparent about the challenges. |