



## **Permanent Vacancy: Intermediate Depot Manager**

British Wool is recruiting for an Intermediate Depot Manager who will be based at our Brampton intermediate depot, reporting to Ian Brooksbank Depot Manager at Bradford.

To manage and plan the inflow of wool to maximise the service to our members whilst maintaining maximum depot efficiency and storage. Ensuring H&S guidelines and procedures are maintained at all times.

To aid in the compacting of wool and operate the Forklift truck.

To provide and manage excellent customer service to all members and to manage and build on the relationships between the hauliers and any other service provider.

On boarding of new staff, ensuring correct documentation and accurate records for attendance and absence.

In addition the role will incorporate assisting the Member Engagement department acting as a Field Officer for the area attending livestock markets, agricultural shows and events predominantly in the area specified above.

The role can be physically demanding and very hands on.

### **Duties & Responsibilities as Site Manager:**

- Book in producer and haulier deliveries ensuring maximum capacities are maintained, liaising with Depot Manager if maximum capacity reached
- Communicate effectively and professionally with members, hauliers, customers and staff ensuring excellent levels of customer service at all time
- Manage the intake process effectively, adhere to H&S guidelines
- Accurately maintain/input data onto computerised systems
- Arrange haulier transport to other British Wool sites
- Monitor storage requirements
- Implementation of Health & Safety for site operation. Including all machinery safety checks and training of temporary employees
- Ensure Risk Assessments are documented, completed, stored and maintained
- Ensure Health & Safety documentation on Notice Board is maintained and displayed in accordance with regulations
- Recruit and oversee temporary seasonal staffing (if required) for the site
- Ensure Kelio time and attendance system is updated each month in accordance with Payroll Deadlines
- Handling heavy bags of wool
- General warehouse duties

### **Duties and Responsibilities as Area Field Officer:**

- Follow all guidance and training provided by the Head of Member Engagement
- Be prepared to travel to all scheduled agricultural shows/events/marts in the target area as prearranged with the Manager
- Represent British Wool at all events attended in a proactive manner, networking and building positive relationships with current and potential new Producers
- Monitor wool collection activity within the catchment area and provide feedback
- Support the Member Engagement team with 'Projects' within the area

- Provide comprehensive feedback to the Producer Marketing Manager on any comments, suggestions, concerns, issues received during events/shows

### **Skills, Experience & Qualifications:**

- H&S Experience & Basic Qualification
- Warehouse management
- Wool System knowledge to input wool received
- Excellent numerical and data entry abilities with knowledge of Microsoft Word and Excel
- Must be accurate and pay attention to detail
- Ability to prioritise work flow with strong organisation skills
- Polite and courteous telephone manner, effective communicator
- Confident to work on own initiative as well as being a team player
- Flexible and ability to manage own time
- Adaptability to changes to systems and processes
- Competent at following system processes and taking appropriate action
- Effective problem solving
- Ability to train, coach and mentor colleagues
- FLT Licence (preferable)
- Have full clean driving licence (preferable)

The successful candidate will be required to demonstrate a high level of commitment, self-motivation, and be positive to the remit required. Proactive in promoting the service that British Wool provides to raise the profile of the organisation.

Working schedule: 08:00 – 16:30 (39 hours per week) start/end times may vary throughout the busy season.

Benefits: A contributory pension scheme is available to join, 22 days holiday in the first year in addition to the 8 statutory holidays, after two years continuous service holiday entitlement will increase to 25 days per year.

The level of remuneration for the role will be relevant to the candidate's experience/knowledge, and will be made available upon receipt of application.

**Applications (current CV and covering letter) to be received via e-mail to [Humanresources@Britishwool.org.uk](mailto:Humanresources@Britishwool.org.uk), for the attention of Sarah Kershaw. Closing date 5.02.2024.**

The BWMB is an equal opportunities employer