***Designer*** Contracts

**Vacancy – Logistics Office Supervisor**

**With 250 staff and an annual turnover of over £30 million across 12 regional centres, we are the UKs largest flooring contractor. This is a fantastic opportunity to join our team.**

Due to our significant and continued expansion we are looking for a Logistic Office Supervisor at our Central Distribution warehouse in Kettering:

* **Kettering**
* **Salary: £20,000 plus Bonus**
* **Permanent, Full Time**

**Job Objective**

To ensure smooth operation of all administration relating to the Central Distribution operation

**The Role**

* Managing all administration staff and maximise their performance
* Ensure all administration is administered in line with the company policy
* Train, develop and motivate team
* Carry out direct reports appraisals, set objectives and monitor
* Thorough knowledge of the in house computer software
* Manage customer order processing/tracking, including blind making
* Coordinate customer care issues
* Responsible for ordering and controlling the blind making components and stock
* Annual stock take procedure and track throughout the year, including the blind making operation
* Ensure stock transfers are accurate and timely
* Order appropriate stationary
* Complete a weekly income summary
* Resolve and minimise stock queries, including blind making
* Manage shop sales and record for accountability and bonus payments
* Monitor monthly stock loss and report to Central Distribution Manager
* Liaise with Warehouse shift managers in the day to day administration of the warehouse
* Collate and record vehicle hire and administration for all company hire
* Administer drivers records for Central Distribution Manager

**The Person**

* The successful applicant will have a proven background within an administration role together with the ability to handle a heavy workload effectively, prioritise and multi task and maintain the highest levels of accuracy.
* Strong team player
* You should have at least 5 GCSEs Grade C or above, including Maths & English or equivalent.
* You will be articulate, possess excellent IT and communication skills and work well under pressure.

**Benefits include, quarterly bonus, 32 days holiday, including 8 bank holidays, contributory pension scheme, healthcare, life cover and staff discount.**

**If you have the relevant experience and drive to make a real difference and grow our business, send us your CV as well as details of your current salary and package.**