

## Job Description

<b>Job Title</b>	Warehouse, Logistics & Fleet Manager
<b>Department</b>	Operations
<b>Reports to</b>	Chief Operating Officer
<b>Responsible for</b>	Warehouse Supervisor

## Job Purpose

To provide technical and coordination support for warehouse/asset management and the COO, ensuring that day to day issues are quickly resolved or escalated as required and that the processes for managing assets, including fleet, are closely followed and monitored.

To take full responsibility for asset management (CMMS), supporting the set up and ongoing management of the inventory system and the physical warehouse operation.  
Manage, plan and coordinate fleet requirements for future business operation.

## Duties and responsibilities

### Operational responsibilities

- Responsible for set up and oversight of the inventory system- from a technical, systems, physical warehouse and organisational point of view
- Asset management - responsible for managing ongoing audits, insurance inspections, PUWER management and full compliance, as outlined by the COO
- Supporting the COO in the delivery of strategic priorities relating to warehouse, fleet and asset management
- Fleet management - work closely with the Internal Transport Officer, to ensure we are fully and appropriately resourced, compliant and safe with all vehicles
- Follow procedures to ensure compliance with company ISO standards, aligning with responsibility and accountability for actions as documented within HR-101a MyC RACI

### Peer group / cross team liaison

- Maintain a good working relationship with colleagues and peers, reflecting Bennamann values
- Close liaison between all Operations Managers, the Programme/Project Management team and Engineering, as required

### Reporting and communication

- Compile and present reports as required in line with business requirements.
- Be a strong communicator with good interpersonal skills

## Team

- Proactive member of motivated and engaging team
- Participate actively in team meetings and proactive in own review and development
- Supportive member of team, role modelling Bennamann values in both internal and external relationships

## H&S

- Responsible for own H&S, adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and / or any other reasonable context
- Ensuring H&S is maintained through all department activities
- Highlight any H&S risks you identify to management
- Ensure you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

## Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (prepared to train or develop in these areas)
<p><b>Relevant Experience</b> Work and non-related work experience relevant to the job and organisation</p>	<p><b>Technical/Operational</b></p> <ul style="list-style-type: none"> <li>• CMMS - Asset and warehouse management experience</li> <li>• Engineering experience - management of assets, teams -</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Communication, organisational and decision making ability, credibility at management level</li> <li>• Experience of managing budget, working to plans</li> </ul>	<p>Fleet - requirements and planning</p> <ul style="list-style-type: none"> <li>• WSE experience</li> <li>• Understanding of regs - PUWER, DSEAR, ATEX etc.</li> <li>• Negotiating cost and managing contracts for SLA's</li> </ul> <p>Gas experience ideal but not a requirement</p> <p>Supervisory/management of team</p>
<p><b>Education/ Training</b> Specific qualifications and or training</p>	<p>IOSH</p>	<p>NEBOSH</p>
<p><b>Qualities, knowledge &amp; skills</b> Personal skills, qualities, behavior, most of these will be essential as many of these cannot be trained</p>	<p>An empathy and affinity with the Bennamann company values:</p> <ul style="list-style-type: none"> <li>• Safety</li> <li>• Curiosity</li> <li>• Integrity</li> <li>• Passion</li> <li>• Respect</li> </ul> <p>and traits: Humility, Empathy, Creativity, Innovation, Open Minds, Transparency</p> <p>In addition:</p> <ul style="list-style-type: none"> <li>- Follows procedures to ensure compliance with company ISO standards</li> <li>- Adheres to process and policy, including PPE and uniform</li> <li>- Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers, ranging from farmers to councillors and scientists</li> </ul>	

	- Excellent and proven organisation, planning and communication skills	
<b>Additional factors</b> Working conditions/hours, ability to drive, any special working conditions (e.g. gas handling)	Able to drive and work remotely/away as required Full, clean driving license for site-based roles	
All candidates must have the <b>current</b> legal right to work in the UK and available for immediate start.		