

JOB DESCRIPTION

JOB TITLE: Warehouse and Distribution Manager

REPORTING TO: Production Manager

PURPOSE: To assume responsibility for the management of all orders going out to customers, and all goods being received in from suppliers.

KEY RESPONSIBILITIES:

- Overall responsibility for making sure that all orders are successfully delivered to the correct recipient on time, in the most cost effective manner.
- Managing the warehouse and despatch team, also including press support.
- Ensuring accurate administration.
- Co-operation with production management.
- Liaison with all relevant staff to ensure orders are correctly assembled, identified and ready for despatch. This would involve being proactive with regards to making sure all jobs are ready on time, rather than waiting for them to arrive.
- Optimised route planning.
- Fleet management – maintain all vehicles in optimum condition by regular inspections.
- Tracking and logging the movement of goods to ensure accurate information for all interested parties (e.g. Sales).
- Liaison with 3rd party carriers to make sure we receive the best costs, and also the correct standard of service.
- Receiving, checking and logically storing all inwards goods.
- Running a good stock control system and managing all regular stock-takes.
- Ensure good housekeeping and hygiene in your area.
- Development of new procedures and systems to streamline the warehouse and distribution area.
- Customer complaint resolution.
- Any other duties within reason and capability as required by the Production Manager.

PERSON SPECIFICATION

JOB TITLE: Warehouse and Distribution Manager

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Relevant Knowledge & Experience	<ul style="list-style-type: none">• Computer literate with specific experience of spreadsheets.• Experience of running a stock control system.• Transport and logistical experience.	<ul style="list-style-type: none">• 3 years management experience.• Print Industry Experience.• Experience of Supply chain management.• Sound knowledge of Health and Safety legislation.• Experience of FSC / PEFC.
Skills & Competencies	<ul style="list-style-type: none">• Good communication skills, both oral and written.• Ability to work logically and systematically.• Planning and organisational skills.• Ability to train, motivate and manage staff.• Proven strong problem solving and decision making skills.• Ability to work on own initiative.	
Circumstances	<ul style="list-style-type: none">• Flexible in order to meet the needs of the business.• Full, clean driving licence.	



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CONFIDENTIAL APPLICATION FOR EMPLOYMENT - WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Position Applied for _____	Reference No. (Office use) _____
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Please complete in **BLOCK** letters and delete where appropriate

PERSONAL DETAILS

Surname _____ Forename(s) _____ Title (Mr, Mrs, Ms, etc) _____		
Home Address _____ _____		
Post Code _____	Tel. No. Evening _____	Day _____
Email Address _____		Mobile No. _____
National Insurance No. _____		
Are you a non-EC National? YES/NO	If a non-EC National, do you hold a current UK Work Permit or a Right to work Visa? YES/NO	
Do you have a clean, current driving license? YES/NO	Do you have access to a car? YES/NO	
If no, please give details of last offence/penalty points _____		
Have you been convicted of any criminal offences which are not yet spent under the provisions of the Rehabilitation of Offenders (NI) Order 1978? (NB: note motor offences and road traffic offences are criminal offences) YES/NO		
If yes, please give details _____		

MEDICAL HISTORY

A. Please provide brief details and approximate dates of any periods of sickness over the past two years

B. *Do you have a medical condition that may affect your performance in the job?* **YES/NO**

If yes, please give details _____

If you are disabled and have any special requirements to enable you to attend for an interview please specify:

During your last year of employment how many days have you been absent due to illness?

Details _____

Name and address of family doctor _____

If necessary, may we contact your doctor for further information? **YES/NO**

EMPLOYMENT HISTORY

Present Post.

Name, address and business of employer	From (date)	To (date)	Job title and summary of responsibilities	Reason for leaving/ Notice period
			Present Salary _____	

Previous Posts.

Please list all your work history BEGINNING WITH THE MOST RECENT POSITION. If work is part time or voluntary please indicate. A continuation sheet may be attached if necessary.

Name, address and business of employer	From (date)	To (date)	Job title and summary of responsibilities	Reason for leaving/ Notice period

If you have not named your current employer (or if unemployed your previous employer) please state why.

Any further information regarding previous posts.

REFEREES

Please give the name and addresses of two persons not related to you from whom references may be sought. One of these MUST be your present or a past employer who has knowledge of you in a work situation and is able to comment on your ability to carry out the particular tasks of the job which you have applied for. Candidates applying for their first job should give the name and address of their Head Teacher or a Lecturer.

1. Name _____
 Address _____

 Tel. No. _____
 Occupation _____

2. Name _____
 Address _____

 Tel. No. _____
 Occupation _____

DATA PROTECTION ACT

All personal data in this application will be held only so long as necessary and will be processed lawfully in accordance with the Data Protection Act. By signing this form you consent to our processing of your personal data.

DECLARATION

I hereby declare that the information given in this application is, to the best of my knowledge, true and correct. I also agree that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation of liability to the Company other than for any services rendered.

SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY

REFERENCE CHECK

1st INTERVIEW BY: _____

DATE: _____

2nd INTERVIEW BY: _____

DATE: _____

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE - PRIVATE & CONFIDENTIAL

**Please ensure that you complete in full the attached monitoring questionnaire.
Failure to do so may result in your application being rejected.**

APPLICANT REFERENCE NO. _____ (for office use only)

In order to ensure that its Equal Opportunities Policy is being implemented effectively the company monitors all employees and applicants.

PLEASE ANSWER THE FOLLOWING QUESTIONS BY TICKING THE APPROPRIATE BOX. YOUR APPLICATION WILL NOT BE CONSIDERED IF THIS QUESTIONNAIRE IS NOT COMPLETED AND RETURNED WITH YOUR APPLICATION FORM.

PLEASE INDICATE THE COMMUNITY TO WHICH YOU BELONG.

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am a member of neither the Protestant or Roman Catholic Community

1. My gender is

MALE FEMALE

2. My martial status is

MARRIED SINGLE OTHER

3. My family status is

No caring responsibilities Care for children

Care for other relative Other

(Please Specify)

4. Under the Disability Discrimination (NI) Act 1995 a disabled person is defined as a person with “A physical or mental impairment, which has a substantial or long term adverse effect on their ability to carry out normal day to day activities”

Having read this definition, do you consider yourself to have a disability?

YES NO

5. How would you describe your race?

BLACK AFRICAN IRISH TRAVELLER

BANGLADESHI PAKISTANI

BLACK CARIBBEAN WHITE

CHINESE MIXED RACE

INDIAN OTHER (Please Specify)

6. What is your date of birth?

The information you give will be treated in the strictest confidence and will not be used for any purpose other than monitoring the company's equal opportunities policy.

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

EXPLANATORY NOTES

This employer is committed to providing equality of opportunity for all job applicants. These notes explain the purpose of the questionnaire, the information to be provided and the way that the information will be used.

1. The questionnaire monitors your religious, gender, marital status, family status, disability, age and race.
2. To ensure the confidentiality of this information the questionnaire has been given an identifying number. Only the monitoring officer will be able to identify this number. **Your name should not be written on this questionnaire.**

You should not allow anyone else to use this questionnaire. If you should accidentally lose or destroy your questionnaire, contact the Monitoring officer, for a copy.

3. The information collected in this questionnaire provides us with very useful information on the profile of individuals applying to the company for jobs. The information will be used to measure the effectiveness of the company's equal opportunities policy and will assist us to develop and review positive/affirmative action policies.
4. The Monitoring information will form no part of the selection process, except when it applies to Disability Discrimination Act 1995, and is confidential except in limited circumstances.
5. Under Fair Employment (NI) Act 1989, the council is required to monitor the community background of its employees and applicants for vacant jobs. We are therefore asking you to indicate the community to which you belong, i.e. The Protestant Community, The Roman Catholic Community or Neither Community.
6. The information on the questionnaire will be stored in a confidential and secure filing cabinet, which can be assessed only by the monitoring officer.

The monitoring system will be concerned only with statistical analysis and will not identify individuals.

If you have any queries regarding the Monitoring questionnaire, please contact the Monitoring Officer.