



Job Title Logistics Team Leader	Department Trade Warehouse
Contract Term Permanent	Contracted Hours Monday to Friday: Working hours range from 7.30am – 6pm. Normal working hours will be 40 hour per week.

Overview of Speciality Drinks Group

Speciality Drinks is a fast-growing and world-renowned international spirits company. Founded in 1999, we were one of the first multi-channel, multi-market global drinks distributors and remain leaders in our field.

We're looking for bright, motivated, passionate and driven people who share our passion for excellence, innovation and delivering great customer service. In return we can offer an exciting, fast-moving, varied environment with great opportunities to develop your career. Could it be you?

Overall Objective of Role

The role holder plays a critical part in delivering excellent service to our customers, especially as all deliveries are made by our own delivery team, by ensuring deliveries are made within schedule, in a friendly, confident and professional manner. The overall goal is to provide our customers with the highest level of service by supervising and guiding the team of drivers and pickers to ensure customer orders are processed with efficiency. You will organise and delegate their workload as well as set deadlines, to make sure the daily tasks are completed correctly and within the time scales allocated.

Responsibility for maintaining and overseeing the company fleet of 3.5 ton vans; improving efficiency & productivity. Ensure compliance with current and future transport regulations, vehicle safety, identifying and reporting concerns and issues as early as possible in order to address the problems and seek a resolution.

Due to business requirements, it is expected that the role holder will need to have a high degree of flexibility in order to meet the demands of the role. Therefore, it may be necessary to work out of normal working hours due to the nature of the business. The role holder must be able to adjust to a broad and fluid set of tasks as requirements change in this progressive company.

THE ROLE INVOLVES MOVING, STRETCHING, LIFTING, BENDING AND CARRYING OF BOXES & MATERIALS.

Working Relationships

- Trade Team Drivers
- Trade Orders Team
- Goods In Team
- Retail Shops
- The Whisky Exchange (Control Desk)
- Events Teams (Whisky Show, ABV, SBL)
- Whisky Auction
- Private Auction collections
- Vehicle Service Contractors

Speciality Drinks Ltd.

Elixir House, Whitby Avenue, Park Royal, London, NW10 7SF
Tel: +44 (0)20 8838 9444 | Fax: +44 (0)20 8838 9366 | | www.specialitydrinks.com

Primary Duties and Responsibilities

Planning and Co-ordination of Multi Drop Logistics

- Optimal and cost effective usage of vans to cover the many aspects of delivery and collections as business dictates. Assist in the planning of logistics to shows and events during the year;
- Booking deliveries with specific customers a working day in advance;
- Ensure all orders are ready for despatch in preparation for the next working day's deliveries;
- Prepare routing for all deliveries to optimise the number of deliveries per day. Where possible, build in collections from London City Bond, other wholesalers and our TWE shops as required;
- Responsible for the recruitment of drivers in a timely manner, forecasting requirements for peak periods, which includes preparation of job descriptions, cv screening and conducting interviews;
- Conduct performance appraisals and manage ongoing performance of the team, clearly setting objectives which are measurable;
- Manage non-performance, capability/conduct issues, and work with HR to resolve such issues. Ability to deal with the disciplinary and grievance process;
- Inform all drivers of any traffic/road issues in Central London on a daily basis to help them get around town more efficiently;
- Direct and brief the drivers that the vehicles should be parked in accordance with parking regulations, and locked whilst unattended;
- Where required, ensure collections and ad-hoc cash handling duties by drivers are performed competently;

The role requires flexibility to cover for the delivery and collection of goods.

Vehicle Running and Maintenance

- Ensure the Vehicle Safety and Condition Checklists are completed daily and weekly; reporting immediately of van defects to the direct line manager for these to be corrected as soon as possible;
- Ensure MOTs, tax and servicing are completed according to required timescales, compile and maintain a spreadsheet with key data;
- Responsible to check and record PCN's for all van drivers, making sure that they are paid in time, appealed or by agreement deducted from salary;
- Conduct monthly drivers' meetings. An agenda/minutes must be completed ensuring best practice and for audit purposes;
- Responsible for the upkeep and maintenance of the Camera's (CCTV) on the vans, ensuring these are working at all times, with the ability to record and download for investigation any footage required;
- Accidents must be reported with an accident report form being completed, and handed in with any supporting evidence and pictures immediately;
- Ensure drivers keep vehicles clean at all times and vehicles are NEVER left low or empty of fuel;
- Adhere to legal requirements pertaining to smoking/vaping and use of mobile phones;
- Adhere to Company Policy and Procedures relating to Health & Safety, as well as security and accident prevention at all times.

Company breakages Policy

- To instill in each team member's mind the Company Breakages Policy, and the process which will be followed.



Key Skills and Knowledge

Essential

- Highly organised and good attention to detail;
- PC literate, experience of MS Office Suite; Word, Excel, Outlook;
- Good written and verbal communication skills;
- Team player;
- Excellent planning skills in order to meet required deadlines, ability to remain calm under pressure;
- Enjoy working in a fast-paced environment;
- Demonstrate a pro-active 'can do' attitude.

Qualifications and Experience

- Current driving licence; should have no more than 6 points on licence;
- You should have no driving disqualifications within the last 10 years;
- Excellent knowledge of Central London;
- Proven management/leadership qualities.

Key Behaviours

- Self- starter;
- Results driven;
- Customer focused.

A training plan will encompass the following to ensure effectiveness of the employee and to meet our safety standards:

- ERP system: De Facto and Vocal Point;
- Manual handling;
- Planning for deliveries and collections.

Health & Safety Responsibilities

Act in accordance with the relevant Health & Safety policies and procedures, adhering to legislative compliance and company requirements.

Employee Name: _____	
(Please print)	
Employee Signature: _____	Date: _____
Employer Name: _____	
Employer Signature: _____	Date: _____

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