

## **Despatch Manager**

Reporting to the Supply Chain Manager you will be responsible for managing 2 team leaders and 10 operatives, ensuring all orders are despatched on time on a daily basis.

### **Responsibilities include:**

Manage and lead the despatch team to complete all tasks

Liaise with the planning department to plan the despatch workload

Liaise on a daily basis with the QC/Production/Customer Service/Logistic departments

Implement new processes to adapt to a constantly changing environment which will involve liaising with the headquarters based in France

Always look for ways of improving the efficiency and the quality of the work of the despatch team

### **Experience required:**

Relevant experience in despatch / warehouse

Computer literate – Good working knowledge of Microsoft Office products, and in particular Excel to a minimum of Intermediate level

ERP experience

Strong leadership and communication skills – ability to unite the team

Ability to liaise with various departments on a daily basis

Ability to work well under pressure

Ability to adapt to a constantly changing environment

Strong reactivity

People management skills / ability

Customer service orientated

### **Education**

GCSE or equivalent maths and English

HNC or HND required

Salary dependent upon experience.