**Warehouse and Workshop Manager**

* Report directly to Operations Manager
* Plan, draft and review Maintenance Schedule for all vehicles, tools, equipment
* Co ordinate the fleet, staff and equipment to ensure 100% compliance to Service standards.
* Daily meet with Logistics Team Leaders to ensure plan is executed
* Weekly assess and perform quality checks of all machinery, tools, equipment and confirm any vehicle repair requirements with Service Staff - action as required as per department budget.
* Daily review fleet usage/ efficiencies and report monthly via Fleet management report
* Conduct weekly checks on Toolboxes, Vehicles, Equipment for Servicing, First Aid etc. to ensure staff comply to Company standards and replenish any spares/ consumables they require.
* Enforce all health and safety rules, ensure Health and Safety file in kept current and complied with 100% both in the warehouse and on site via Team leaders.
* Draw up and ensure all Service and Technical staff comply to Warehouse and stock procedures 100% and ensure Stock controller performs his/her duties
* Weekly monitor stock on hand, place orders to ensure adequate stock holding while maximising efficiencies. Monthly review stock report and resolve or escalate all variances/queries.
* Ensure building is managed (parking, lights, general upkeep) and request and/or action the necessary to keep standard maintained.
* Lock and open premises and adhere to security standards
* Monthly Preparation and presentation of reports to be submitted to Operations Manager on/or before the 5th of the following month. Report Schedule as follows:

1. Fleet Management and Logistics report (Fleet usage, Fuel and repairs)
2. Staff usage and efficiencies report (Hours worked for each service summary)
3. Repairs and Maintenance of Equipment Schedule (All repairs and/or new Assets used)
4. Warehouse and stock report
5. Health and Safety report

* Meeting Schedule:

1. Daily standup with Team Leaders
2. Weekly – Friday with Operations Manager
3. Weekly – Fridays with Warehouse Stock Controller and Service Technicians reviewing challengers
4. Monthly – with Operations Manager to review month end reports and departmental progress
5. Monthly with full staff complement (company month end meeting)

Candidate must have:

A tertiary degree or diploma in relevant field

A drivers licence and own transport

3-5 years experience

Must have worked in a Customer Service related industry or have an understanding of Service related business

Personal attributes

Critical thinker with problem solving skills

A sense of ownership and pride in performance

Excellent organisational skills

Willing to get their hands dirty and help the team