

Job Description

Job Information	
Job Title	Partnering Supervisor
Business	Buildbase
Reports to	Partnering/Branch Manager

Job Summary

Supervises a team or body of work to ensure branch objectives are met and in line with business plans and overall company policy and strategy. To meet and exceed our customers' expectations in terms of the efficiency of the service we provide.

Typical Tasks & Activities

General:

- Motivating and organising the team to achieve the department operational needs.
- Providing on the job training, guidance and coaching to all members of the team.
- Using initiative to identify and solve problems.
- Promoting good housekeeping within the department to provide a safe professional environment.
- Ensuring that department assets are well maintained and protected from possible damage and theft.
- Willing to perform any other duties as may be deemed necessary or as may be required by the company.

Yard (If applicable)
 Responsible for:

- Controlling the timely return of faulty/damaged goods and ensuring up-to-date accurate stock records.
- Ensuring that customers are served promptly and efficiently at all times.
- Ensuring that tally systems/paperwork and policy are used at all times thus actively safeguarding against theft of goods or company property by being security conscious.
- Receive and check off deliveries to the branch, highlighting any anomalies and ensuring secure, correct and timely storage of such deliveries in line with health and safety guidelines.
- Ensure that the yard is kept tidy at all times, that stock is clearly identifiable and low stock levels highlighted to branch management where necessary.
- Ensure that the forklift is used and maintained in an appropriate manner in line with health and safety guidelines.
- Assist with picking and loading of company vehicles on an as and when basis.

- Lead and motivate the team to ensure they work and communicate as a team and to ensure the branch operates efficiently and effectively within company policy.

Sales (If Applicable)

- Build effective working relationships with customers, in order to understand their requirements thus ensuring that the correct products are supplied.
- Use initiative to identify sales opportunities and offer advice and solutions to customers, thus maximising profitable sales and margin.
- Maintain a clean and effectively displayed work area in line with company policy.
- Ensure that company policies are followed at all times when producing paperwork associated with sales.
- Liaise with suppliers where necessary.

Transport (If applicable)

Responsible for:

- Completion of route/scheduling sheets
- Tachograph analysis to ensure compliance with relevant legislation
- Inspection/Maintenance and upkeep of vehicles to ensure they are legal and in a road worthy condition.
- Ticket confirmation on database system (Opal)
- Monitoring security checks of loaded company vehicles prior to exit

Skills & Experience

Essential:

- Ability to meet and exceed branch bonus targets
- Able to comply with health and safety requirements/regulations
- Must be tidy and organised with a keen eye for detail
- Should be prepared to use initiative when delivering orders to ensure that the customer's needs are met whilst not compromising health and safety regulations.
- Must be prepared to fully support the Branch at the twice yearly stock-take.

Desirable:

- Experience of working within the industry

Our Winning Ways

Know Your Stuff

- Be the best at what you do and understand your customer

Don't Walk Past a Problem

- Make it a safe place to be

- Ask for help if you need it
- Take action to get things sorted

Find a Better Way

- Think differently and share new ideas
- Make smart choices

Build Trust

- Listen with an open mind
- Respect everyone
- Keep your word

Team up and Beat the Competition

- Help others to be successful
- Celebrate achievements
- Work as one Grafton Team

Be our Customers' Favourite

- Go the extra mile
- Be attentive
- Make them feel valued