

**Job Description**

<b>Job Information</b>	
<b>Job Title</b>	Yard Supervisor
<b>Business</b>	Buildbase
<b>Working Hours</b>	Monday – Friday between 7.30am – 5pm and alternate Saturdays 8am – 12pm.
<b>Reports to</b>	Branch Manager

**Job Summary**

Supervises a team 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**
- Control of the Goods inwards procedures.
  - Goods received entry on the computer system.
  - Market awareness / taking advantage of promotional items.
  - PPI counts.
  - Stock adjustments on the computer system.
  - Control of Branch IBT from other depots.
  - Control staff cover in Department and rotas.
  - Bin location updates on the computer system
  - 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.
  - 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.
- 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.
- Ensure that company policies are followed at all times when producing paperwork associated with sales.
- Liaise with suppliers where necessary.
- Willing to perform any other duties as may be deemed necessary or as may be required by the company.

**Skills & Experience**

**Essential:**

- Hold a forklift truck licence
- Must be prepared to fully support the Branch at the twice yearly stock-take.
- Must be tidy and organised with an eye for detail.
- Should be willing to be flexible in duties undertaken e.g. relief driver, trade counter, sales duties

**Desirable:**

- Have experience within a Builder's Merchants

**Our Winning Ways**

**Know Your Stuff**

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

**Build Trust**

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