



Contract Manager

Based Felixstowe

We are seeking to recruit a Contract Manager based at our site in Felixstowe. This will be a challenging role managing the storing and handling of a contract that is a pick and pack client of household and giftware stock. The stock is received in containers and LCL deliveries, which is then held before being picked, packed and delivered onwards to our customer.

The Contract Manager will be responsible for ensuring that all of the client's service levels are achieved and that product integrity is maintained at all times. Reporting directly to the Operations Manager the main duties of the role include:

- Management of all operations to ensure compliance with Health & Safety
- First line contact with client, management and operational staff
- Setting and delivering against budget revenues and costs, including implementing cost effective ideas geared towards improving efficiency and cost reductions
- Ensure facilities are maintained so no stock losses are incurred
- Ensure timely movements into and out of the warehouse are planned and accomplished
- Ensure warehouse space is utilised to its fullest using the appropriate resources and personnel
- Maintain accurate stock control through inventory checks
- To ensure all contract targets and key performance indicators are met
- Ensure all warehouse personnel are motivated and have the relevant skills and knowledge to carry out all warehouse processes to maximise productivity and profit
- Ensure the proper and safe operation of all MHE by correctly instructed operators
- Maintain up to date job descriptions and skills analysis for warehouse staff
- Development of customer relationships at various levels with regular service reviews
- Continuously seek improvements to service.

The ideal candidate will have a proven track record in contract management and have excellent management, organisational and communication skills, an eye for detail and the ability to work under pressure in a very demanding environment. IT literacy and the ability to analyse data in a variety of forms, prepare reports and presentations and be able to effectively communicate and build relationships both internally and externally, at all levels, are a pre-requisite of the role.

If you feel you have the necessary skills to undertake this challenging role please send applications in writing to:

Group HR Department
PD Ports
17-27 Queens Square
Middlesbrough
TS2 1AH

Via email: hradmin@pdports.co.uk

Closing Date: 5th June 2020