



JOB DESCRIPTION

Job Title:	Supply Chain, Logistics & Transport Manager
Base:	Wellingborough
Reports To:	Finance Director
Hours of Work:	40 hours per week, Monday to Friday

Company Information:	<p>VEKA Recycling is an industry leader in recycling 'end of life' uPVC windows and doors, offering a reliable, cost-effective and long-term service that you can depend on. We work with window fabricators and installers, as well as waste companies throughout the UK to ensure that valuable uPVC material is not lost to landfill.</p> <p>We use our innovative recycling process to close the loop on uPVC recycling. This means that old windows and doors can be recycled and extruded into new windows and doors that boast the same standard of quality as the ones previous.</p> <p>We are committed to the sustainability of our environment. We have worked meticulously to ensure that every stage of our closed loop process is as environmentally friendly as possible. This is what separates VEKA from the competition.</p>
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Main Purpose:	<ul style="list-style-type: none"> • Develop the Supply Chain strategy for the flow of all incoming and outgoing materials. • Develop and implement a National Network Strategy to deliver an industry leading collection service for incoming material. • Optimise the Logistics and Transport offer to exceed customer expectations and operational efficiencies.
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Responsibilities:	<ul style="list-style-type: none"> • Lead the Logistics and Transport team responsible for over 10 FTEs both locally and remote. • Ensure that the Logistic and Transport team are fully compliant with driver logs, vehicle and driver records, DVIR's, invoices, tachograph records, holiday requests, and holiday cover and VOSA records, Company vehicle insurance and Company Operators Licences, in liaison with the Transport Supervisor. • Manage the accounts associated with Toll Roads. • Manage the full Fleet of MHE and Vehicles including lease, asset management, vehicle repairs, maintenance and MOTs and arrange vehicle replacements if required. • Organise and update Company Vehicle Insurance and Company Operators Licence. • Source and purchase new vehicles and assets as required. • Order red diesel, AdBlue and any other goods, parts and equipment that is needed. • Complete all spreadsheets associated with the role, including the Haulage Data Spreadsheet and the Vehicle Performance Data Spreadsheet. • Make recommendations on the development of the fleet with full analysis around leasing and owned assets. • In conjunction with Sales design the future network opportunities to improve customer satisfaction and improve efficiencies. • Ensure incoming freight is correct.
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	<ul style="list-style-type: none"> • Develop an entrepreneurial remote team to identify a pipeline for future developments. • Contribute toward ongoing cost control, actively seeking to improve efficiency, reduce costs, increasing margin and meeting budget targets set. • Support the leadership team on developing more robust procurement policies and process. • Ensure that all operations are carried out in line with UK and EU laws and regulations particularly relating to health and safety. • Investigate issue to eliminate repeat and implement improvements. • Maintain an effective and professional Transport office. • Responsible for all aspects of the day-to-day people management within the Transport Team including coaching, mentoring, change management, training, recruitment, performance management, absence and discipline. • Deal effectively with underperformance, implementing disciplinary procedures where appropriate. • Answer the telephone and effectively communicate with customers. • Maintain a good working relationship with customers. • Liaise with Production, weighbridge, Sales and input to ensure high levels of customer satisfaction. • Highlight QC issues to relevant departments. • Operate the weighbridge, as and when required.
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Person Specification	
Qualifications	Degree Educated CIPS Qualification CILT Logistics and Transport CPC
Required Knowledge	Experience in Developing Network Plans Experience Developing Teams Experience in delivering presentations/training sessions Experience of health & safety, environmental, energy and quality management systems. Risk Management Risk Assessments
Personal Attributes	Analytical Thinking Good IT skills Good Team player Ability to prioritise Accuracy and attention to detail Effective verbal and written communication skills Excellent information sharing ability at all levels Planning and organisation skills Ability to interact with people at all levels within the Company Ability to self-prioritise workload Embrace and drive change

In addition to your normal duties, you may, from time to time, be required to undertake additional or other duties as necessary to meet the needs of the business.

