



Job Title	Wet Goods Shift Co-ordinator
Job Level	5
Location	SBP
Business Unit	Group Packaging & Supply Chain
Function	Packaging
Leader	Wet Goods team leader
People Leadership	N/A
Role Purpose	
To support the Warehousing and Packaging team in developing and optimising process in terms of safety, cost, service, operational efficiency (NP) and compliance.	
Accountabilities	
<ul style="list-style-type: none"> • Coordinate Warehousing and Admin activities in line with Company, Operations and Business unit objectives, driving hourly performance and KPI performance through team members and working with key stakeholders. All systems, downtime, swipe and crewing trackers are maintained and updated • Ensure all processes and procedures across the Warehouse are up to date and adhered to, contributing to comprehensive improvement plans that will assist the team in achieving agreed targets, KPI's and improved operating costs • Ensure compliance with all Health & Safety, ISO, OHSAS, BRC & Customs, and hourly quality in order to maintain compliance with all regulatory bodies and legislation and individuating any areas of improvement • Ensure team relationships are strong and identify people matters in a timely manner to the Wet Goods Team Leader, including team member and team development gaps and help facilitate performance activity. • Manage POs, pallet builds and maintenance and repairs of equipment for the wet goods warehouse • Support Wet Goods team leader in drafting the weekly manning plan, logging and processing of any customer complaints and planning any stocktake activities • Chair the daily DOR with the team, supporting any escalation if KPIs off track and deputise for the Wet Goods team leader in their absence • Demonstrate behaviours in line with the company values and our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy. 	
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