

<b>JOB TITLE</b>	Depot Manager
<b>RESPONSIBLE TO</b>	Regional Manager
<b>RESPONSIBLE FOR</b>	All Depot Employees

### **POSITION SUMMARY**

To ensure the smooth and efficient day to day running of depot pushing depot growth and implementing effective and efficient ways of working within the depot.

### **KEY WORKING RELATIONSHIPS**

All Depot staff, Regional Manager, Head Office Sales Team and Accounts Team.

### **MAIN DUTIES**

1. Making day to day depot decisions depot delegating to and managing staff as appropriate. Escalating to the Regional Manager when necessary.
2. Liaising with customers and suppliers over the phone and on site, as and when required.
3. Managing Health & Safety relating to customers, staff and sub-contractors at all times in the depot and on site.
4. Managing the recruitment, training and development all staff.
5. Dealing with customer enquiries and complaints that have been escalated by the Assistant Manager.
6. Complete monthly Depot Manager Health and Safety Audits.
7. Ensure monthly rolling stock takes are completed and report any discrepancies.
8. Ensure any new starters and training queries are reported to the Training Manager in a timely manner.
9. Completion of annual and interim employee appraisals.
10. Delivering tool box talks within 48 hours of head office notification.
11. Working collaboratively with other depots, passing orders on for their areas and providing assistance as and when required, either in person or over the phone.
12. Ensure all employees have signed the relevant RAMS according to their job description and duties in line with the company policies and procedures.

13. Monitoring depot security and staff welfare at all times.
14. Attending meetings that may be necessary in the performance of your duties.
15. Complying with and uphold company policies and procedures.
16. Undertaking any additional tasks as may reasonably be required from time to time.
17. Proactively pursue ABI leads
18. Ensure sales, damage recharges, workshop costs, transport profit and overall profitability are in line with budget as a minimum
19. Maintaining regular contact with the Head Office team, assisting with customer and supplier queries, fleet management and cost control as and when required.

*It is a requirement of Pickerings Plant that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*