

Badging Manager

Job title: Badging Manager

To manage and lead the Badging team ensuring all Safety, Quality and performance targets are achieved.

Promote the Company values and Lead by example.

At all times ensure the integrity of products you and your team are handling, be customer focused.

Closely work with Goods in and Goods out managers to ensure correct communication flows between Areas and Customer orders are completed accurately.

Closely working with Customer services and Suppliers to guarantee correct specifications and ensure supplies level are maintained.

Ensure the accurate receipt and safe storage of Badging materials and customer orders in line with promise and agreed SLA's.

Participate as a key member of the Operations management team ensuring that Tower Supplies KPI's are met whilst supporting implementation plans to continuously improve.

Ensure the integrity of all stock products for both quality and quantity and to maintain / promote a keen customer focused presence within the operational function.

Lines of Communication:

- Upwards – Operations Manager
- Laterally – Warehouse Managers

Responsibilities:

- Downwards – Production Operatives

Hours of work: 47 hours per week

Duties :

1. Ensure Health and Safety rules and policies are followed and adhered to at all times.
2. To ensure that operating procedures and conditions in Badging comply with Health and Safety Legislation.
3. Ensure Badging Operators are fully trained on all Badging Procedures
 1. Attend the OPS DDS meeting and provide the required updates.
 2. Record Team productivity, update the OPS reports accordantly.
 3. Lead the Badging Team morning meeting.
 4. Plan the day work accordantly with the Customer and OPS priorities as well as provide accurate plan for Late shift.
 5. Maintain back and Work Orders up to date.
 6. Ensure all matter regarding Health and Safety are communicated and reported. appropriately.
7. Maintain the highest standards of housekeeping ensuring 5S principles are standard. practice.
8. Ensure all staff operating in Badging carry out their duties in line with Tower Supplies Policies, ISO procedures and approved training guides.
9. Ensure effective communication levels with Warehouse Team Leaders, Supervisors and Managers.
10. Responsible for the supervision, management and development of Badging team.
11. Carry out monthly 121's. Conduct Probation meetings and Reviews of Badging Team.

12. Carry out return to work, Absence Management including Holiday approval upon established agreements. Upload all relevant meetings, statements, training and documents in YouManage.
13. Understand Tower supplies computer system to allow the accurate and efficient processing of all tasks.
14. Ensure all machinery and equipment are working as required. Arrange maintenance and checks when needed.
15. Ensure the QC checks at production completion are carried out to the highest level of accuracy and records stored in line with ISO procedures.
16. Ensure all relevant procedures, toolbox talks, and training guides are signed by staff before carrying out the associated activity. Upload all training in You Manage.
17. Monitor and maintain internal use product stock levels (Packaging, labels, paper etc.) for the Badging operation.
18. Raise Purchase Orders accordantly with the requirements of the workload and Customer demand.
19. Receive, book, sort, label and store Badging Inbounds.
20. Resolve Stock, Supplier and Customer queries in timely manner.
21. Control and Maintain stock inventory labels for Heat Seal and Embroidery.
22. Support in the preparation and implementation procedures, training guides and tool box talks.
23. Responsible for training of any new staff in the Badging area, Permanent and/or Agency.
24. Ensure all essential tasks assigned to you and to your team/area are completed daily, weekly and monthly as required.
25. Any other duties as may be required from time to time.

ROLE PROFILE

Key responsibilities and approximate time split:

The key responsibilities for the role are included here and grouped under the following three headings to give a feel for the emphasis and percentage split of the job:

- Internal Team
- Supply Partners
- Customers

70%

15%

15%

Personal Attributes:

Dynamic, energetic, self-driven, result orientated but above all, a “can do” outlook with a clear focus on achieving the business and customer’s needs. Must be highly organised, naturally forward planning, logical structured thinker who assesses his/her own performance as well as the teams and is comfortable challenging the status quo and implementing new processes and best practice.

Specific Job Skills:

Strong leadership capabilities with an extensive knowledge of warehouse/operations methodologies such as lean, Six Sigma and 5S.

Work Experience: Preferred, a minimum of three years warehouse/operations, supervisory / management experience within a fast-moving environment with a focus on customer satisfaction.

Business Focus

Meeting business needs:

Provide the necessary leadership and management support to the Badging Operations function ensuring Safety, Quality and Delivery Performance are the key drivers.

People Focus

Managing relationships:

Seeks to build and maintain professional relationships with all Tower employees, clients and suppliers.

Communication:

verbal/written

Chooses the most appropriate method to communicate effectively with Tower employees, clients and suppliers.

Personal Focus

Personal organisation: Sets priorities to achieve departmental and business targets.

Change Focus

Adaptability: Responds positively to the changing needs of the business and its clients by adapting behaviour to maintain effective performance.

Analytical Focus

Information gathering: Seeks to obtain all relevant information when dealing with tasks to support the general running and development of the Badging Operation function and to provide the necessary transparency.

Quality Focus

Thoroughness: Works logically and accurately, ensuring the highest levels of attention to detail.

Quality Conscious:

Consistently works to a high standard and works with the team to improve current working practices and processes.

The Skills required for this role:

Manpower Deliver supervisory and management support to the Badging operations function, Tower employees and suppliers with a focus on maintaining the smooth running of the badging function and the business.

Methods Maintain an efficient approach to tasks to ensure that outputs meet the needs of the business and its clients.

Money Work effectively within in your role to meet the Tower financial plan.

Minutes Accuracy, application of logic and prioritisation of tasks: daily, weekly monthly and periodically as and when required.

Machinery Work in accordance with and promote Tower health and safety policies, and IT/Internet policies and procedures.