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## Job description

**Job Title:** Logistics Team Leader

**Salary:** Dependant on qualifications and experience

**Hours:** 40 hours a week

**Reporting to:** Logistics Manager

**Based:** Lincoln

**Do you have experience as a Logistics Team Leader and are looking for a new challenge or the next step in your career? Do you have technical experience? How about joining a rapidly expanding Healthcare company? If your answers are yes then we have the job for you.**

AJM Healthcare is a long-established provider of Wheelchair & Community Equipment Services to the NHS and Private Sector. We have nearly 35 years' experience in these sectors and see ourselves as market leaders and innovators in particularly integrated Wheelchair Services, helping increase independence, choice and the very best Service User outcomes. Our team provide a genuine caring, user-centric and holistic approach that is tailored to each individual, who's needs vary significantly.

### **The role:**

We are now looking to recruit a Logistics Team Leader to support our current team at our busy service centre. The job holder will be accountable for the following:

- To support the Logistics Manager in the organisation and smooth running of the logistics function.
- To ensure stock is correctly issued, received and maintained to include undertaking stock checks and adjustments.
- To ensure the accurate recording of stock serial numbers and maintenance of the company database.
- To ensure decontamination is undertaken in line with MHRA and AJM guidelines and recycled when necessary.
- To liaise with the in-house call centre regarding scheduling all van routes for technicians/ engineers and communicating with them accordingly.
- To liaise with drivers regarding the overall maintenance of all vans operating from the service centre.
- To provide technical support to all depot staff including completing induction and ongoing training for staff.
- To oversee the decontamination and recycling ensuring it is undertaken in line with MHRA guidelines and company policy.
- To run daily reports ensuring orders are managed appropriately.
- To ensure that repairs are correctly logged and carried out in a timely fashion.
- To ensure emergency after hour's repairs are managed appropriately.

- To assist in all areas of logistics as required and maintaining the standards of the service centre with regards to cleanliness and repair.
- To give direction, coaching and guidance to all logistics team members.
- To assist the Service Manager with organising logistics staff, ensuring absence and holidays cover.
- To be responsible for the day-to-day maintenance of all company vehicles operating from the depot.

### **Who we are looking for:**

In order to succeed in this challenging role, you will have the technical competences and relationship building skills required to deliver real value.

We are looking for someone who has the following experience and qualities:

- Excellent communication skills are required to interact with internal staff and service users
- Must be computer literate with good handwriting skills
- Must be able to work off their own initiative as well as part of a team
- Good attention to detail
- Previous supervisory experience within the Healthcare sector would be desirable
- Strong technical engineering background and knowledge
- Good understanding of ISO 9001 to include process flows and work instructions is desirable
- Experience of stock control, logistics, administration, and customer services is preferable.
- Must hold a full clean UK Driving licence – having no more than 6 points on your driving licence.

### **What we offer you:**

- A competitive salary commensurate with qualifications and experience.
- Company pension contributions.
- Company mobile phone and laptop.
- Industry specific awareness training.
- Free on-site parking.
- 30 days holiday inclusive of bank holidays and a day off for your birthday.
- A chance to work with a growing, public sector linked business, with an opportunity to enhance your own career over time.
- NHS Blue Light Card – Eligibility to access NHS perks and discounts from leading retailers and leisure outlets both online and in store.

**This position is working in a regulated environment and will therefore be subject to an enhanced DBS disclosure check.**

**Please apply.....**



If you feel you have the qualities and skills, we have described to be successful in this role, then we would like to hear from you.

If you have not heard from us within 30 days of applying, then it is likely your application has been unsuccessful.

**Proud Member of the Disability Confident Employer Scheme.**

AJM Healthcare is an equal opportunities employer who does not discriminate based on race, gender, religion, marital status, age, physical or mental disabilities, medical condition. AJM will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as defined by the employer. Please note, during certain high volume recruitment times, AJM may wish to limit the overall number of interviews offered to both disabled people and non-disabled people.