**Job Ref: HR242**

**Site Returnable Equipment Controller**

**Full Time**

**Competitive Salary**

**(37.5 hours per week – 5/7 days per week, working alternate Saturdays)**

Are you looking for a new challenge?

We are currently looking for a Site Returnable Equipment Controller to monitor and record all of our returnable resources. Working as a link between internal departments as well as directly within the Chilled Warehouse, this role will require excellent communication skills as you will be dealing directly with our customers and analyse data daily to identify gains and losses of returnable stock.

* Effectively communicate issues directly via telephone and email to customers for resolution.
* To perform any other reasonable task as required by a more senior staff member.

You will demonstrate a positive “can do” attitude, be able to lead by example and show composure under pressure. You will have experience of the Microsoft package (Word, Excel, etc) and an excellent telephone manner. Any previous Warehouse administrative experience would be advantageous but not essential.

We are committed to ensuring development opportunities, to enhance your skills and knowledge, and to encourage you to fulfil your potential and therefore we will provide you with appropriate training to be successful in the role.

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| * **Benefits** * Competitive salary | * Cycle to Work Scheme |
| * 30 days holiday inclusive of Bank Holidays | * Refer a Friend Scheme – potentially receive £250 |
| * Group Personal Pension Scheme – 4% Employer contribution | * Employee shop – discounted products and potential free delivery |
| * Online employee benefits platform | * Free car parking |

For an informal discussion about this vacancy, please contact Peter Brookes or Human Resources on 01684 298959.

The Job Description is attached below and should you wish to apply, please email your CV to [hr@cotteswold-dairy.co.uk](mailto:hr@cotteswold-dairy.co.uk).

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| **Job Title:** | Site Returnable Equipment Controller |
| **Department:** | Production |
| **Base Location:** | Tewksbury |
| **Hours:** | A minimum of 37.5hrs per week, 5/7 days on a shift rota and working alternate Saturdays. |
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| **Relationships:** | All departments |
| **Responsible to:** | Procurement Manager |
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**JOB DESCRIPTION**

Established in 1938, Cotteswold Dairy is one of the UK’s leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

**Team Cotteswold:**

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of ‘Team Cotteswold’ is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

**The Team Cotteswold Vision:**

A well-managed business, with controlled profitable growth, that has an excellent reputation and is recognised as a place of opportunity where people are motivated to work.

**Overview:**

To monitor and record losses and gains of our returnable resources by analysing daily data and communicating with customers for resolution when appropriate.

**Main Duties & Responsibilities:**

* To control all movement of stock and checking of codes;
* To analyse data identifying gains and losses of equipment;
* To review current spend of returnable stock, seeking ways to minimise costs and reduce spend where appropriate;
* To ensure a safe and clean environment is maintained at all times;
* To perform any other reasonable task as requested by more senior staff.

**Skills**

Essential:

* A strong communicator able to foster and maintain excellent working relationships;
* An excellent telephone manner;
* A tenacious and positive attitude possessing high levels of commitment and motivation;
* Have an eye for detail to ensure accuracy and precision;
* Ability to work flexibly to cover shifts and work to tight deadlines;
* Experience of Microsoft package (Word, Excel, etc);
* Knowledge of Health and Safety and safe working practices.

Desirable:

* Experience of working in the dairy or similar food production sector;
* Previous Warehouse administrative experience.