
Kefron – Shift Leader File stores

Position Reports to: Facilities & Logistics Manager

About Kefron

Kefron is a family owned document and information management company.

Kefron is a people business and we are experts in what we do. People like doing business with people who work closely with them to understand their needs. That's why we recognise that our core strength is our people and because of this, our people pride themselves in getting things right.

Our Vision: Our brands in every building

Our Mission: To get closer to our customers. See the need, deliver the solution

Our Values:

- Passion & Pride
- Security & Trust
- Initiative & Ownership

Job Purpose:

As a member of the Facilities Team, you will have responsibility for ensuring that shift priorities are completed by the team in order to meet customer service and quality agreements and in a cost-effective manner.

Key Responsibilities (Key Responsibilities include, but may not be limited to)

- Encourage a positive work environment with emphasis on team work
- Ensure efficient and accurate picking/put away of items during shift
- Delegate work assignments fairly across the team and ensure all team members have work allocated during the shift
- Assist with training and evaluating new employees, including manual handling
- Assist with periodical SOP refresher training
- Ensure that all work during shift is completed in accordance with SOP's
- Assist in completing periodic health and safety checks
- Ensure all orders and service commitments are achieved during the shift.
- Escalate all non-conformances in a timely manner.

Personal Specification

Principal Qualifications Required:

- Experience in working at Kefron records management facility is essential for this role

Training Required (Formal & Informal):

- Driving experience is preferred but not essential.
- Formal certified manual handling trainer course will be provided by Kefron

Work Experience Necessary:

- 2 years' experience in Kefron Records management facility
- Certified training on Reach and counterbalance forklift trucks
- Have achieved a level of competence of 2 or higher in all SOP's

Personal characteristics:

- A professional and very dynamic person that can adapt to the ever-changing environment of Kefron.
- Must be high energy and self-motivated and deliver on agreed commitments in a professional and timely manner.
- Excellent communications and relationship management skills
- Must be a team player, yet highly self-driven and ambitious
- Strong organisational skills in order to deliver on customers' expectations.
- To have the ability to set realistic individual objectives to drive departmental goals.
- Must have a financial understanding and have the ability to maximise margins.
- High level of proficiency with computer systems such as RSSQL, Microsoft Word, Excel, Outlook.