



*Our Values: Caring, Safe, Professional*



## Transport & Warehouse Operations Supervisor

£25,000 pa

We are currently looking for a Transport & Warehouse Operations Supervisor to support the day to day operations and work with the management team to improve the efficiency and cost effectiveness of the logistics operation. The Supervisor will be responsible for the upkeep and maintenance of stock and equipment within the Warehouse, along with administrative activities to aid the smooth running of the department. The successful applicant will be provided with professional, vocational development training to improve skills, to a recognized national standard.

The ideal candidate will have previous experience of working in a logistics or warehouse environment, will have a basic understanding of fleet management, and will be comfortable working independently. They will also have a “can do” approach, be able to prioritise, be proactive, take the initiative and work to deadlines, and will have a flexible approach to working hours.

This role is based at the Head Office in Watford, however travel to client sites may be required.

This is a permanent role.

**A full job description is available [here](#).**

### What you will be doing as a Transport & Warehouse Operations Supervisor

- Support the Logistics Manager in achieving KPIs and targets set for the Logistics team and individuals within the team
- Support in the planning and review of warehouse compliance and efficiencies; labour, placement, schedules, resources to inform improvements, including inbound and outbound goods
- Manage stock and equipment within the CSP stores
- Arranging Maintenance of company fleet vehicles in accordance with the maintenance schedule, including fault reporting, non-mechanical repair and cleanliness
- Use IT equipment and systems for the role such as telematics or warehouse management systems, eg Navman
- Maintain the store area ensuring its cleanliness and safety is kept to the required level

## What we need from you as a Transport & Warehouse Operations Supervisor

- Experience within a logistics or warehouse environment
- Basic understanding of fleet management
- A willingness to learn and develop skills
- Comfortable working in an outdoor environment
- Excellent oral and written communication skills
- Possession of a full Driving License

## What CSP can offer you as a Transport & Warehouse Operations Supervisor

- A competitive salary
- A 35 hour working week – with occasional weekend working, as required operationally
- Vocational development training to a recognized standard, through the Apprenticeship Scheme, with appropriate time off for study
- Up to 25 days' holiday (pro-rata – after qualifying service) plus Bank/Public Holidays
- Pension scheme with excellent employer contribution
- Private Medical Insurance (after a qualifying period)
- Life insurance at 4x salary
- Access to salary sacrifice schemes
- A range of valuable medical and practical support services through an external Employee Assistance provider

## About CSP

CSP stands for The Combined Services Provider. It also stands for Caring, Safe, Professional, representing our Values. We specialise in providing services to venues and static sites including Car Parking, Internal and External Traffic Management, HVM (Hostile Vehicle Mitigation) solutions, Security, Stewarding, Cash & Audit and Consultancy services. Whilst our range of services has grown, Car Parking/Traffic Management, HVM, and Security/Stewarding represent our core areas of expertise.

## Vacancy details

Salary: £25,000

Location: Head Office at Watford (although some travel to client sites may be required)

**If you think you are suitable for this Transport & Operations Supervisor position, and for the appropriate development training, please apply now by sending a cover letter setting out why you are suitable for this role and a copy of your CV to [HR@gotocsp.com](mailto:HR@gotocsp.com) by midnight on Sunday 1<sup>st</sup> October 2023.**

