

Group Leader – JLR Site, Halewood.

APPLICANT GUIDANCE NOTES

To assist you in applying for a vacancy with E.C.M we have detailed below some of the key requirements for the above Vacancy and benefits of working for our Company.

Key Requirements

- ⇒ Must have previous managerial or supervisory experience.
- ⇒ Must have good communication and organisational skills.
- ⇒ Must be computer literate and have a good working knowledge of all Microsoft packages, i.e. Word, Excel, and PowerPoint.
- ⇒ Must be able to work both as an individual or as part of a team.
- ⇒ Must be able to work often long and flexible hours to suit the demand of the job.
- ⇒ Must be able to wear a full company uniform.
- ⇒ Holidays to be taken in line with the JLR factory shutdowns.
- ⇒ Must be clean and presentable at all times.
- ⇒ Must have own transport to and from depot.
- ⇒ A valid and current driving licence with less than 6 penalty points on it.

Key Benefits

- ⇒ Good rates of pay.
- ⇒ Comprehensive uniform and good company image.
- ⇒ Full training given.
- ⇒ Professional career with progressive company.
- ⇒ Full time position.

Key Responsibilities

- ⇒ To supervise and organise the Site Operatives within a shift and ensure that the work is carried out in a timely, efficient and safe manner.
- ⇒ To liaise and report to the Distribution Coordinator or company management on any issues and progress.
- ⇒ To ensure that the operation is carried in an effective and professional manner, demonstrating commitment to customer satisfaction.
- ⇒ To control and amend, when required, shift working hours on a daily basis
- ⇒ To communicate effectively with opposite shift Group Leader, to ensure a clear and timely handover between shifts