

# LAITHWAITES

## Warehouse Manager - Gloucester Secondment - 08.00-16.00

### Job Purpose:

A Maintenance Manager who oversees business' maintenance tasks, including the upkeep of offices, buildings, grounds, and company assets. Duties will include scheduling maintenance tasks, supervising maintenance workers and responding to maintenance emergencies.

### Key Responsibilities:

- Managing budgets.
- Creating maintenance schedules and delegating tasks to team members & engineers
- Conducting site inspections and identifying areas requiring extra maintenance work
- Supervising maintenance workers and ensuring they follow safe work practices.
- Scheduling contractors for major repairs as required.
- Discussing maintenance concerns with the employer and communicating these to maintenance workers
- Staying on-call and responding to emergency maintenance needs
- Managing and developing maintenance budgets and negotiating vendor contracts
- Controlling and monitoring inventory
- Coordinating work performed by outside vendors.
- To liaise with maintenance partners where necessary logging all calls, site visits and signing off tasks, ensuring they are completed in line with the Method Statements and Risk Assessments and our own internal safety regulations.
- Upkeep and control of all company assets

### Key requirement:

- IT skills: Microsoft Word, Excel, Access, and Outlook
- Planning skills
- Strong Communication Skills and the ability to listen effectively.
- Able to work on own initiative.
- Organisational skills for scheduling maintenance tasks and ensuring job completion, even during emergencies.
- High attention to detail

### Personal Qualities and Skills:

- Promote "can do attitude".
- Promote a strong consistent working ethic.
- Reliable – time keeping and attendance.
- Strong business values

If you are interested in this position, please apply in writing, and notify your manager of your application.

Your covering letter should be addressed to Steve Walker and emailed with your CV to

[charlotte.wilson@directwines.com](mailto:charlotte.wilson@directwines.com).

**CLOSING DATE: Friday 6<sup>th</sup> August 2021**

