

**Position:** Depot Manager  
**Location:** Watford  
**Position Type:** Permanent Position  
**Hours of Work:** Monday to Friday 7.30am – 4.30pm  
**Salary:** £38,600

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**Company Overview:** WBS are a market leader of the technical development, supply of external wall insulation systems, through-colour renders and decorative coatings. development, manufacture & supply of external wall insulation systems, through-colour renders and decorative coatings. We have been in business for over 20 years and due to continue in growth.

**Summary of the Role:** The successful candidate will aid in managing a depot within WBS, helping to make key decisions in our continued growth plan, keeping high customer service levels central at all times.

The hours of the job are 7.30am to 4.30pm and holiday entitlement is at 20 days for the first year and then increasing to 25 days. We shut down for the Christmas period giving you time to enjoy with your family.

**Main Job Description:**

- General management of depot and personnel to ensure premises are safe, tidy and customers' Orders are picked and loaded onto vehicles correctly.
- Liaising with existing customers, profiling depot stock and ensuring stock levels are monitored and maintained to fulfill all orders.
- Expand our customer base within trade counter sales.
- Correct dispatching paperwork, POD's and keeping customers informed as needed. Deliver excellent customer service to ensure all deliveries/queries are dealt with.
- Oversee the Render Tinting Facility
- Oversee the Trade counter
- Manage staff covering for illness, absence, holiday, etc. To ensure depot is always open and able to serve customers in person, phone or e-mail.

**Person Specification:**

Essential:-

- Having experience within a depot manager role is a main advantage.
- Must have stock control experience.
- Must be well organized with good time management skills.
- Fork Lift Truck License Recommended.
- Must have good literacy skills. Accuracy and attention to detail.
- Must have good team leader skills with a willing can-do attitude
- Must have Health and Safety experience within in a busy warehouse.

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To apply for this position please forward both the completed application and monitoring form which are available on our web site [www.wbs-ltd.co.uk/recruitment](http://www.wbs-ltd.co.uk/recruitment) . If you have a CV you may include this as well and send to:

Wetherby Building Systems Ltd  
1 Kidglove Road  
Golborne WA3 3GS

or e-mail to: [applicants@wbs-ltd.co.uk](mailto:applicants@wbs-ltd.co.uk)