

## **Assistant Logistics Manager – working across both our sites Tiptree & Sudbury**

**Full-time (Monday to Friday with occasional weekend work)**

### **About Perrywood Garden Centre & Nurseries Ltd**

Perrywood is an independent, family-owned garden centre and nursery run by the Bourne Family. Both our Tiptree and Sudbury centres are surrounded by beautiful countryside, and we have exciting development plans for our Sudbury site. Our mission is to offer a memorable garden centre experience; delivering wow customer service and giving our employees and customers, a reason to smile.

Our business is very seasonal. No two weeks or months are the same, and we have huge variations in stock between the seasons with multiple daily deliveries year round. We sell a huge range of products, and need to work with buyers and retail teams to understand what is needed on the shop floor, where and when. Our Perrywood-Grown plants move between two sites, and maintaining quality via timely deliveries is key.

### **Key Responsibilities**

- Working with and reporting into the Logistics Manager
- Motivating and managing versatile team to achieve high standards whilst delivering high customer service to both internal and external customers
- Managing goods in, warehouses and yard areas
- Ensure safe loading and unloading of vehicles on site
- Managing a fleet of vehicles for customer deliveries, store transfers, off site storage movements. Creating customer delivery routes, ensuring fleet is loaded efficiently and all deliveries are fulfilled
- Admin tasks, stock file management, store transfers, stock adjustments and Rotas
- Working with Health and Safety Manager to support implementation of health & safety procedures to ensure company compliance and staff safety
- Communicating clearly with department managers to support any requests, prioritising to meet deadlines
- Ability to recruit, induct, train & motivate staff
- Assist the team in key tasks and cover their absences – Forklift, stock movements, customer deliveries etc

### **Requirements**

- Leadership, management and coaching skills  
A good understanding of warehouse logistics, distribution and supply chain processes
- Capable of balancing commercial and operational needs
- Comfortable engaging with both customers and directors
- Excellent communication skills, with a confident approach to supervising a team

- Experience planning for a high turnover of deliveries/collections a week, with the capability to handle expansion
- Customer-focused to provide an excellent experience
- Fork Lift Truck licence preferred

## Rewards and Benefits

In addition to your salary rate, you will receive the following benefits:

- **Discount** – From the start of your employment you will receive 10% discount on specific items. Following a successful probation period, the discount increases up to 20% discount on specific items and after one year's service up to 40% discount on specific items. (some exceptions apply)
- **Paid holiday** – holiday entitlement is 22 days per year, plus bank holidays. Restrictions apply (part-time pro rata)
- **Annual Christmas bonus**
- **Part-uniform provided**
- **Employee Assistant Programme** - a confidential personal and professional support service available to all employees and their immediate families 24/7, 365 days a year.
- **Training & development**, as required. We have an e-learning scheme called GROW, and also take part in other training with product suppliers and external trainers
- **Company sick pay** – following a successful probation period employees are entitled to 10 days paid sickness (part-time pro rata & subject to restrictions)
- **Access to our Retail Discount Scheme** – savings on retailers including Tesco, Pizza Express, M&S, Waitrose, Argos, Apple, Currys PC World, Thomas Cook and 100's more
- **Workplace pension**
- **Free parking**