

COVER LATER

Hiring Manager Whistl

Dear Hiring Manager,

Thank you for the opportunity to apply for the Team Leader role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements. I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectation.

I am an adaptable professional who has been consistently praised as adaptable by my co-workers and management. Over the course of my 3-years career, I've developed skills set directly relevant to the Team Leader role you are hiring for, including warehouse operations. Overall, I have consistently demonstrated communication, multitasking and teamwork abilities in every aspect of my warehouse operator's role at Whistle, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 07.....821 or via email at virgilbica76@yahoo.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Anic Virgil Bica

Warehouse Team Leader

Rushden

Up to £22755 per annum

Whistl

Permanent

Expired

Are you an experienced Warehouse Team Leader looking for a new opportunity?

We are looking for an individual who is self-motivated, has excellent attention to detail, and is keen to lay roots within a company which is growing year on year.

You would be joining an organisation that embraces change, who are positive, curious and respect each other. We believe this enables and empowers individual success in people like you.

Your role as a Warehouse Team Leader will be to assist the supervisor and shift manager in driving team targets, Opertune, 5S and quality checks.

You will provide coaching support for the wider team and supervise the team in the supervisor's absence to ensure consistent achievement of the volume, quality, and efficiency of targets is achieved. This ensures that Whistl continues to deliver the highest quality, most cost-effective offering for its customers across all products.

Responsibilities of a Warehouse Team Leader:

People and Resource Management

Act as a role model, demonstrating a professional and courteous manner in all dealings with colleagues, internal/external stakeholders, and clients.

Assist the co-ordination of shift activities, delegating and prioritising workloads.

Monitor and report on staff attendance, conduct, and performance in line with company policies and procedures.

Train team members on induction to support personal development and/or performance improvement on the team.

Assist in the compilation of team performance reporting across business including KPI, absence, skills, conduct, and health & safety reporting.

Act as supervisor in their absence.

Communication

Support the briefing and debriefing of team members and colleagues on a daily basis.

Assist in the development of a strong team culture by building effective relationships with colleagues from around the business and sharing information in order to maximise efficiency.

Process Management

Adhere to and maintain all standard operating procedures in the warehouse, supporting the evaluation of team members to ensure all staff are trained and operating accordingly.

Drive the Opertune initiatives in the depot maintaining the 5S across the operation.

Understand and assist the supervisor in carrying out quality checks against process and procedures.

Ensure compliance with all internal and external regulatory requirements, e.g. The Mail Integrity Code of Practice, Safety, Health and Environment regulations, Carriage of Dangerous Goods regulations, and Data Protection and Information Security regulations etc.

Comply with all Health, Safety and Environment policies and other relevant regulations ensuring accurate recording and reporting of any incidents, accidents, or near misses.

This Warehouse Team Leader role would suit candidates with skills or experience in the following areas: Transport, Team Leader, Supervisor, Communication Skills, Reporting, Reports, Customer Service, Admin, Administration, Compliance, Audit, Decision-Making, IT Literate, MS Office.

Benefits

Enhanced Annual Leave entitlement, starting at 31 days (including public holidays), increasing up to 36 days with long service.

Access to our prestige Benefits and Rewards Portal; including discounts on high-street shopping, days out, entertainment, and food & drink, including popular brands such as Apple, Samsung, and Buyagift.

Long Service Rewards: both financial and leave based.

Health Cash Plan: in which you can get money back on health treatments such as prescriptions, eye care, dental, and more.

Life Assurance Scheme: A scheme that may provide a lump-sum payment should you die whilst employed by the company.

Career development opportunities: through E-Learning, Management Development Programmes, and Apprenticeships in which you can gain professional qualifications during working time at no cost to yourself.

Access to a well-established Employee Assistance Programme provider, who provides support to our people and their families in areas such as their health and wellbeing.

And other excellent benefits you'd expect from a market leader.

Essential Skills

Strong verbal and written communication skills in order to disseminate information effectively both internally and externally according to audience and situation.

Influencing and feedback skills to support people and process management.

Able to manage own work in order to meet deadlines whilst maintaining performance standards and a consistent high degree of accuracy.

Competent working with Microsoft Excel and Outlook to record and communicate information.

For some supervisory roles, a Forklift Truck (FLT) Licence, First Aid, Fire Warden, or relevant Health & Safety training will be required.

About Comp

C.V ANIC VIRGIL BICA

1 Brickhill Mews, Wellingborough NN8 3GH ♦ virgilbica76@yahoo.com

Dedicated Warehouse Operative with extensive experience providing accurate packing and picking in a fast-paced environment. Consistently hitting [Type] deadlines through a diligent, self-motivated work ethic.

Self-motivated Warehouse Operative offering effective and efficient picking and packing to deadline.

Delivering outstanding attention to detail in a fast-moving facility for continued excellent results.

Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to

deliver high-quality service and consistent results.

Reliable [Job Title] with [Type] industry experience. Offers excellent communication and good judgment to

effectively meet team needs. Proactive planner and problem solver.

Shift work scheduling

Warehouse layout optimisation

Cross-training strategy

Daily shift briefings

Stock discrepancy resolution

Safety regulations expertise

Target-driven

Warehouse processes

Packing and picking

Team leadership and motivation

Warehouse operations coordination

Distribution and warehouse procedures

Staff performance evaluation

Eye for accuracy

Warehouse Operative, 07/2020 – Current

Full time – Wellingborough , Unite Kingdom

Picked, packed and dispatched high-volume orders, consistently exceeding warehouse performance targets.

Exceeded targets for items picked by performing thorough checks to maintain excellent quality assurance.

PROFESSIONAL SUMMARY

SKILLS

WORK HISTORY

Followed safety standards for carrying, moving and storing freight.

Completed work following safety rules for best working practices.

Minimised product damage, ensuring goods were correctly handled and stored to task specifications.

Picked and packed fresh produce with care and attention, handling raw meat and fish safely and hygienically.

Reported issues and damages to senior warehouse staff, enabling prompt, effective resolutions.

Attended Health and Safety training to ensure consistent adherence to warehouse safety policies.

Accurately and efficiently picked and despatched products, exceeding time and accuracy targets.

parquet installation, 11/2013 – 11/2018

Full – Munchkin , Germany

Demonstrated respect, friendliness and willingness to help wherever needed.

Supported team by demonstrating respect and willingness to help.

Worked flexible hours, covering nights, weekends and bank holidays.

Cleaned work areas and equipment to maintain faultless hygiene standards.

Carpenter, 06/1990 – 10/2013

Full time – Bucuresti , Romania

Trained apprentices to become reliable full-time employees.

Repaired and installed fencing, decking and outdoor buildings.

Fitted windows, door frames and external building fixtures.

Cut and installed tile and linoleum flooring for residential and commercial buildings.

Installed floor joists, trusses and rafters.

Repaired structural damage to restore homes and businesses.

Built and installed solid oak door casings and flooring.

Worked with diverse carpentry techniques to make and adapt wooden components to create bespoke items.

Prepared and assembled internal doors, staircases and panelling.

Renovated properties with box sash windows and bespoke staircases.

Economic

Colegiul Tehnologic “ Grigore Cerchez “ - Bucuresti , Romanian
the nature of our business, this role may be subject to a basic DBS check .

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