

Job Title	Core Manager (BTR)
Reporting to	General Manager Operations
Direct Reports	Yard, Warehouse, Despatch Operatives
Scope of the role	To develop and manage the supply of core products to ensure continuous and efficient remanufacturing operations. To manage the administration of core products in the field to ensure availability for remanufacturing operations whilst maximising revenue for BTR
Key Accountabilities	
<ul style="list-style-type: none"> • Establish sources for purchasing used core. • Develop contacts, both in U.K. and abroad. • Negotiate competitive pricing for purchasing of used core. • Negotiate and organise freight for all deliveries/collection of core. • Inspection of purchased/returned core to ensure correct identification of core condition. • In conjunction with Production Manager/Production Planner review sales history and sales forecasts to always ensure correct stock levels of core. • In conjunction with Warehouse Team Leader always ensure accuracy of core stocks. • Administer timely management of core as per Core Return Guide. Including, in conjunction with Finance, initial payment of invoices, chasing outstanding invoices, credits etc. Negotiating core prices for return if outside Core Return Guide terms. • Developing processes for core management at BTE, to improve overall efficiency of returns to BTR. To include technical training of personnel, agreeing sorting process and delivery frequencies. • Support the General Manager by preparing, revising and submitting monthly reports, departmental budgets and forecasting. • Adhere to all health & safety guidelines and promote a safety-conscious attitude in all aspects of the job. Record and report all incident, accidents and near-miss and act upon preventions. • Any other duties as requested by Senior Management. 	
Qualifications	
<ul style="list-style-type: none"> • Desirable – Level 2 management and or Leadership certification 	
Technical Skills/Experience	
<ul style="list-style-type: none"> • Have a substantial understanding and knowledge of commercial vehicle braking components • Strong IT skills being proficient in Excel, Word and Microsoft Teams with the confidence to learn new applications where required 	

- Team management experience with an ability to lead, inspire and share knowledge and best practices with others to develop the team

Key Competencies

- Willing to travel in U.K and abroad. Spend nights away from home as required.
- Takes initiative and accountability for own actions to proactively deliver what is required.
- Demonstrates flexibility and adaptability to change and the ability to effectively communicate and support teams with business changes.
- Identifies and commits to development goals for self and team, identifying areas for continuous improvement.
- Demonstrates strong communication skills with the confidence to effectively interact with internal and external stakeholders across the business.
- Maintains a positive attitude and a strong sense of opportunity during times of change and turbulence.
- When faced with ambiguity, finds solutions and ways to move forward.
- Assess problems and analyse the options to find solutions.
- Proven ability to consistently meet deadlines and deliver under pressure.
- Demonstrates critical thinking and ability to analyse and challenge information.
- Demonstrates organisation and prioritisation skills in managing and delegating volume and variety of work.