



Job Description



Job Title:	Area Manager - Labour
Department / Section:	Oldmeldrum Office
Main purpose of job:	To manage the provision of labour services – the majority of which are based within the agricultural and industrial sector and pro-actively seek out new business opportunities.
Key Tasks:	<ul style="list-style-type: none">• Liaise with customers to determine current and future labour requirements• Interview candidates for agency roles• Day-to-day management of temporary workforce• Collate and process associated paperwork for workers including timesheets and holiday requests• Analyse data to assist with forward planning labour requirements for key trading periods• Provide support to members and colleagues during key business times, adopting a flexible approach to working hours to ensure provision of a consistent level of service• Respond to enquiries received from workers and customers by telephone, email and in person
Key Results / Objectives:	To satisfy labour demands and meet / exceed individual specified targets to assist the business with plans for continued growth. To review previous labour requests and consider future requirements and new opportunities. To provide an exceptional level of service to members.
Reporting to:	Senior Area Manager, Oldmeldrum Office

