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# Example of First Line Manager Job Description

Our innovative and growing company is looking to fill the role of first line manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for first line manager

* Guide and coach his/her sales team to improve their efficiency
* Ensures that mechanics review changes to operating procedures and plant modifications
* Manage your team of direct reports – having daily conversations ensuring the performance is in line with their job role
* Support the UK logistics management team in general management of the KNOWHOW employees
* Experience of working in a distribution environment
* GCSEs including Maths & English, or equivalent or higher qualification
* Ability to work within a team and manage team
* Computer/Microsoft Officer literate
* Able to carry out product handling and general warehouse activities
* Ability to work under pressure in a fast moving environment

## Qualifications for first line manager

* Experience in design debug, specifically active participation in full chip integration and platform power-on
* Implement actions as directed to reduce or eliminate health and safety related risks
* Ensure the team applies the Safety Standards and relevant guidelines
* Implement Behavioral Based Safety (BBS) program on a daily basis to confirm behaviours and processes are followed as specified
* Report and investigate incidents within the work place and respond to or escalate issues of non compliance to safety regulations and procedures
* Flexibility in this role is essential as shift patterns will range from 6am to 10pm Monday - Friday