



Who we are

At TR, part of Trifast plc, we're more than fasteners, we're the trusted partner behind some of the world's most advanced industries. As a global leader in the design, engineering, manufacture, and supply of fastenings and Category 'C' components, we deliver smart, efficient solutions that enhance performance across major assembly operations.

From Automotive to Smart Infrastructure and Medical Equipment, our focus on engineering excellence and streamlined supply keeps us at the forefront of progress.

We are looking to recruit an Admin Team Leader to join our new National Distribution Centre based in the West Midlands (WS2 8DQ). The role is Fixed Term 12 month contract for 37.5 hours per week. Monday – Friday 7am – 3pm.

The Role

Reporting to one of the two Operations Managers, the Admin Team Leader plays a pivotal role in leading a team of warehouse operatives to deliver safe, efficient, and high-performing operations. This role combines hands-on warehouse activity with first line leadership responsibilities, ensuring that daily operations meet safety standards, performance targets, and customer expectations. The Team Leader is a role model for operational excellence and team engagement..

Key Tasks

Safety and Compliance

- Champion a safety-first culture, ensuring all team members adhere to health and safety policies and procedures
- Conduct regular safety audits, risk assessments, and toolbox talks or equivalent
- Investigate incidents and near misses, implementing corrective actions and preventative measures
- Ensure compliance with legal and company standards (e.g., manual handling, PPE, equipment use)

People Management

- Lead and manage the Administration team, ensuring efficient delivery of all administrative functions.
- Provide day-to-day leadership, guidance, and support to team members to drive performance and engagement.
- Manage daily team briefings, shift handovers, and communication of operational priorities
- Monitor attendance, timekeeping, and conduct, escalating issues as appropriate
- Support recruitment, onboarding, and training of new team members
- Foster a positive working environment that promotes teamwork, respect, and inclusion

Operational Excellence

- Oversee the execution of warehouse tasks including goods-in, picking, packing, despatch, admin process and inventory control
- Manage deployment of resources, space, and equipment to meet operational demands

Admin Team Leader



part of the Trifast plc Group

- Identify continuous improvement initiatives to streamline processes and reduce waste
- Support change management activities and adoption of new systems or procedures
- Monitor and report on key performance indicators (KPIs) such as productivity, accuracy, throughput, and service levels
- Use data to identify trends, root causes of issues, and support opportunities for improvement
- Drive accountability for performance within the team, recognising achievements and addressing underperformance
- Collaborate with other departments (e.g., planning, transport, customer service) to ensure end-to-end efficiency
- Take ownership of system-driven administrative processes, ensuring accuracy, compliance, and timely completion.
- Balance operational responsibilities with administrative management to ensure seamless performance.

The Candidate

Essential

- Proven experience in a warehouse or logistics environment, ideally in a supervisory or team leader role
- Administrative management experience
- Strong understanding of warehouse operations and safety standards
- Excellent communication and interpersonal skills
- Ability to lead by example and motivate others
- Comfortable using warehouse management systems (WMS) and performance dashboards
- Problem-solving mindset with a focus on continuous improvement

Desirable

- Experience with Lean or Continuous Improvement methodologies
- Experience in Microsoft Dynamics 365
- Experience in an industrial fastenings or manufacturing environment

What we offer

- **25 days holiday + 8 bank holidays. The business does observe a Christmas shutdown period and a maximum of 4 days will be deducted from employees annual leave entitlement.**
- **On-site parking**
- **Life insurance *4 basic salary**
- **Pension**
- **Employee Assistance Programme**

To apply

If you are interested, know of someone who might be or have any queries, please contact:

HR at careers@trifast.com

To apply for this role, kindly send your CV and specify the position you are applying for to the above email.