



## JOB DESCRIPTION

**JOB TITLE:** Gatehouse Team Leader

**DATE COMPLETED:** Aug 26

**TYPE:** Full Time

**LOCATION:** Castleford

**DEPARTMENT:** Yard  
**Reporting to:** Yard Manager

**RENUMERATION:** TBD

### ABOUT G3 VEHICLE AUCTIONS

Established in 2009, G3 Remarketing t/a G3 Vehicle Auctions Limited is one of the UK's fastest growing vehicle remarketing and disposal management specialists.

With a new purpose-built industry leading facility which launched in January 2021, the business continues to reshape the expectations of physical and online auctions. The new centre complements our existing centre, providing two professional centres within the West Yorkshire region but serving a national audience.

Join a winning team! G3 has recently been voted the 'LCV Remarketing Company of the Year 2026' by Motor Trader Magazine and 'Best Use of Technology 2026' By Car Finance Awards.

This is a customer facing role and involves managing the gatehouse, receiving and despatching vehicles at our Castleford Auction site.

### **PRINCIPAL CHALLENGES/DIFFICULTIES**

- Working within a fast- moving environment.
- Weather conditions.
- Constraints driven by space.
- Working to tight deadlines to ensure we meet our targets.

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- Meeting and greeting customers and delivery drivers in a professional manner.
- Monitor & check paperwork to ensure vehicles are not released or accepted without the correct release/arrival documents.
- Liaise with site staff to formulate a plan for the days outgoing/incoming traffic
- Manage the wash lanes and prioritize vehicles to valet and inspection to ensure we comply with current SLA's
- Inspect the fence line for indications of unauthorised entry or potential security risks, do not leave the gate unlocked or with blockers disabled.
- Monitor the gate at all times to ensure our customers receive a prompt and courteous service .
- Practice and promote teamwork, set a good example of attitude and performance.
- Ensure SOP's and SSOW's are followed for your area – be what good looks like.
- Report any breaches of Health and Safety to you manager/H&S lead.
- Computer literate, able to use emails, handhelds and have good communication skills.
- Manage the booking in process of vehicle transporters, in line with our current processes.
- Work closely with transport, yard and office personnel.
- Ensure vehicles are directed to the correct areas and booked in by arrivals team.
- Receipt, checking and signature of all incoming / outgoing P.O.D.'s (Proof of deliveries).
- General housekeeping to ensure the site looks presentable at all times.
- Polite, calm and friendly demeanour required.
- Setting daily targets and carry out regular audits of the booking in process.
- Document/Feedback errors made by yard operatives to ensure consistency with processes.

### **OTHER REQUIREMENTS / QUALIFICATIONS / TRAINING**

- Full valid and clean Driving licence required.
- Excellent Customer Service skills
- References from previous employment.