

**JOB DESCRIPTION: Warehouse Operatives**

**REPORTS TO: Logistics Manager and Warehouse Supervisor**

**PAY STRUCTURE: To be discussed at interview**

We are looking for skilled Warehouse Operatives that have the ability to function well as part of a team. You must have very effective organisational and communication skills. Night Shift and Week End availability essential.

**Essential Requirements:**

- Clean Driving License.
- CSCS Card.
- Professional appearance.
- Excellent verbal communication.
- Ability to multi-task and work in a fast paced environment.
- Ability to communicate effectively with Customers and Co-Workers.
- Ability to function well as part of a team.
- Diligent attention to detail and attention to safety.
- Ability to work under pressure.
- Flexibility.

**Desirable Requirements:**

- Fork Lift Certificate (MEWP)
- Scissor Lift Certificate.
- First Aid Certificate.
- Experience of working in a Warehouse environment.

**Essential Duties and Responsibilities:**

- Taking delivery of goods and supplies.
- Storing of goods.
- Preparation of stock.
- Loading of stock by hand or forklift.
- Keep records of stock.
- Assisting with stock taking.
- Keeping Warehouse and work area clean and tidy.

**Physical Demands:**

- Loading and unloading of goods from vehicle.
- Stacking of goods in correct storage bays.
- Stacking of empty pallets.

**Education and Experience:**

- Basic numeracy, literacy and computer skills.