

Job Description

Job Information	
Job Title	Counter Sales, Yard & Warehouse Operative
Business	Buildbase
Working Hours	Monday – Friday between 7.30am – 5pm and alternate Saturdays 8am – 12pm.
Reports to	Branch Manager

Job Summary

The provision of a timely, friendly and dependable delivery service to our customers. Responsible for the service to customers and the upkeep of the branch, yard & warehouse.

Typical Tasks & Activities

Counter

Responsible for:

- Ensuring all orders are correctly picked and loaded onto the vehicle in line with health and safety procedures and proper documentation is completed prior to departure in order for goods to be tracked.
- Ensuring that customers are served professionally, promptly and efficiently at all times building effective working relationships with customers as appropriate.
- Work and communicate as a team member to ensure the branch operates efficiently and effectively within company policy.
- Actively safeguard against theft of company goods or property by being security conscious at all times.
- To perform any other duties as may be deemed necessary or as may be required by the company.

Yard

Responsible for:

- Ensure that the forklift(s) is used and maintained in an appropriate manner in line with health and safety guidelines.
- Ensuring that tally systems/paperwork and policy are used at all times thus actively safeguarding against theft of goods or company property by being security conscious.
- Receive and check off deliveries to the branch, highlighting any anomalies and ensuring secure, correct and timely storage of such deliveries in line with health and safety guidelines.
- Ensure that the yard is kept tidy at all times, that stock is clearly identifiable and low stock levels highlighted to branch management where necessary.

Warehouse

Responsible for:

- Receiving and checking off deliveries to the branch, highlighting any anomalies and ensuring secure, correct and timely storage of such deliveries in line with health and safety guidelines.
- Ensuring that the warehouse is kept tidy at all times, that stock is clearly identifiable and low stock levels highlighted to branch management where necessary to make certain products are available at all times.

Skills & Experience

Essential:

- Able to comply with health and safety requirements/regulations
- Must be tidy and organised with a keen eye for detail
- Should be prepared to use initiative when delivering orders to ensure that the customer's needs are met whilst not compromising health and safety regulations.
- Must be prepared to fully support the Branch at the twice yearly stock-take.

Desirable:

- Experience of working within a Builder's Merchants
- Hold a Forklift Truck Licence

Our Winning Ways

Don't Walk Past a Problem

- Make it a safe place to be
- Ask for help if you need it
- Take action to get things sorted

Team up and Beat the Competition

- Help others to be successful
- Celebrate achievements
- Work as one Grafton Team