

Job Description

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

Job Summary

Responsible for the upkeep and organisation of the branch warehouse/store and to effectively work as part of a team in which you'll make sure our customers can rely on a timely, friendly and dependable service.

- Typical Tasks & Activities**
- 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 warehouse/store is kept tidy at all times, that stock is clearly identifiable and low stock levels highlighted to branch management where necessary to make sure certain products are available at all times.
 - Ensure that the forklift is used and maintained in an appropriate manner in line with health and safety guidelines.
 - Assist with picking and loading of company vehicles.
 - Actively safeguard against theft of goods or company property by being security conscious at all times.
 - Work and communicate as a team member to ensure the branch operates efficiently and effectively within company policy.
 - Perform any other duties as may be deemed necessary or as may be required by the company.

Skills & Experience	
<p>Essential:</p> <ul style="list-style-type: none"> • Must be prepared to fully support the Branch at the twice yearly stock-take. • Must be tidy and organised with an eye for detail. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Hold a forklift truck licence • Have experience within a Builder's Merchants

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| <ul style="list-style-type: none">• Should be willing to be flexible in duties undertaken e.g. relief driver, trade counter, sales duties• Be a self-starter and able to work alone | |
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Our Winning Ways

Know Your Stuff

- Be the best at what you do and understand your customer

Build Trust

- Listen with an open mind
- Respect everyone
- Keep your word