

Job Description

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

Job Summary

The main responsibility of our yard operatives is to deliver brilliant service to our customers whilst supporting with the upkeep of the yard area. To do this they work effectively as part of a team in which they make sure our customers can rely on a timely, friendly and dependable service.

- Typical Tasks & Activities**
- Ensuring that customers are served promptly and efficiently at all times.
 - 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.
 - 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 on an as and when basis.
 - Work and communicate with other team members 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

Essential:

- Forklift Truck Licence
- Positive and can-do attitude
- Customer service skills
- Excellent communication skills

Desirable:

- Previous experience of Merchandising industry
- Computer literate

Our Winning Ways

Team up and Beat the Competition

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

Be our Customers' Favourite

- Go the extra mile
- Be attentive
- Make them feel valued