

# WAREHOUSE OPERATIVE/VAN DRIVER

## JOB DESCRIPTION

JOB INFORMATION	
<b>Job Title</b>	Warehouse Operative/Van Driver
<b>Business</b>	Buildbase
<b>Working Hours</b>	44.5 per week
<b>Reporting To</b>	Branch Manager

JOB SUMMARY
Responsible for the upkeep and organisation of the warehouse 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. Act as an ambassador of the Buildbase business, working as part of a team ensuring that our customers' expectations are not just met, but exceeded.

## TASKS & ACTIVITIES

- Provide an efficient, timely and dependable delivery service
- Ensure that the vehicle is road worthy by carrying out appropriate checks on a routine basis
- Ensure that the vehicle is driven and maintained in an appropriate and courteous manner and in line with legislation, health and safety guidelines and company policy
- Report any vehicle defects immediately to line/branch manager
- Ensure that any essential documents are completed in a timely and efficient manner
- Build effective working relationships with customers
- Responsible for ensuring all orders are correctly loaded onto the vehicle in line with health and safety procedures and proper documentation is completed prior to departure in order that goods can be tracked
- Ensure that delivery notes have correct signatures as per company policy
- Actively safeguard against theft of company goods or property by being security conscious always
- 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 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.
- Assist with picking and loading of company vehicles.
- To perform any other duties as may be deemed necessary or as may be required by the company

## SKILLS & EXPERIENCE

### Essential:

- Must be tidy and organised with an eye for detail.
- Full manual driver's license
- Excellent customer service skills
- Good prioritisation skills

### Desirable:

- Previous Builders Merchants experience
- Hold a forklift truck licence

# OUR VALUES



We have the know-how



We get stuck in



We stand together



We get it done

## **WE HAVE THE KNOW-HOW**



Our customers rely on us to understand their trade, so we work hard to make sure we know our stuff.

We train our teams to be the best they can be, to build on their skills and to share their knowledge.

## **WE GET STUCK IN**



This is a “roll your sleeves up” business.

We are all willing to muck in and get our hands dirty to make Buildbase brilliant.

Everyone in Buildbase has a can-do attitude and we take pride in everything we do.

## **WE STAND TOGETHER**



Buildbase is one family

We work together across teams, look out for each other and our number one priority is to make sure everyone goes home safe.

No matter what their background, we respect each other and value everyone’s contribution.

Our people are proud of the part they play in their local communities and we all do our bit to protect the environment and support charities large and small.

## **WE GET IT DONE**



Through the resilience and determination of our people we deliver on our promises and that’s why our customers trust us to get the job done.

We will always go the extra mile to make sure we are brilliant at what we do, whether we are based in branch, in the office or on the road.