

**JOB TITLE: WAREHOUSE OPERATIVE / RELIEF DRIVER****MAIN PURPOSE OF JOB:**

To operate and maintain an efficient and safe working environment in the warehouse and trade counter area, maintain & operate assigned warehouse equipment and vehicles.

Provide an efficient, reliable service whilst embracing our team culture and desire for excellent customer service. To be flexible in all areas of the business, assist and support the branch manager with all aspects and associated tasks within the warehouse including: good inwards procedure, health & safety compliance, stock management and stock replenishment.

**RELATIONSHIPS**

**RESPONSIBLE TO:** BRANCH MANAGER

**LIAISON WITH:** BRANCH COLLEAGUES, CUSTOMERS, DRIVERS AND DIRECTORS

**MAIN TASKS OF JOB:****RESPONSIBILITIES**

1. Create an efficient and safe working environment in the warehouse and associated trading areas.
2. Ensuring the proper storage and inventory of all products and parts
3. Organise goods in and sales out process including supplier returns
4. Ensuring the proper replenishment of stock and inventory
5. To process all necessary documentation within the Warehouse facility
6. Help manage stock levels by participating in stock taking and cycle counting
7. Minimise and manage slow moving and obsolete stock
8. Prepare picking lists and despatch notes for deliveries when required
9. To obtain and maintain a good all-round knowledge for company products & procedures
10. Keeping a record of the entire inventory and reporting any loss of damages to the line manager.
11. To be responsible for receiving and inspection of deliveries and ensuring that safe unloading procedures are followed.
12. To ensure that incoming materials are stored, stacked and distributed according to company procedures
13. Interacting with your colleagues and customers, understanding their requirements and providing them with the necessary product
14. Maintain Health & Safety standards and procedures at all times
15. Driver - Provide back up and relief cover during busy periods and holidays as and when required by your branch manager

You may be required to perform other duties that may be reasonably expected of you within the company. Amendments may be made to your job description from time to time in relation to our changing needs and your own ability.