

Job Description

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

Job Summary

Based in branch, preparing and serving timber and sheet materials to customers. The role will also include other duties working as part of the yard team.

- Typical Tasks & Activities**
- Dealing with customers face to face
 - Building customer relationships and trust
 - Picking orders
 - Loading customer’ orders
 - Unloading supplier deliveries in the yard
 - 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 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 on an as and when basis.
 - 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"> • Knowledge of timber & sheet materials • Proven team player • Good communication skills 	<p>Desirable:</p> <ul style="list-style-type: none"> • Forklift licence • Saw mill experience/certified

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| <ul style="list-style-type: none">• Positive, outgoing attitude | |
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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

Build Trust

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