

**Job Description**

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

**Job Summary**

Responsible for the upkeep and organisation of the yard and warehouse. 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.
  - Ensuring that customers are served promptly and efficiently at all times.
  - Ensure that the yard and warehouse are 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.
  - 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.

<b>Skills &amp; Experience</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Must be tidy and organised with an eye for detail.</li> <li>• Should be willing to be flexible in duties undertaken e.g. relief driver, trade counter, sales duties</li> <li>• Must be prepared to fully support the Branch at the bi-annual stock-take</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Hold a forklift truck licence</li> <li>• Have experience working within a Builder's Merchants</li> </ul>

**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

**Be our Customers' Favourite**

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