

**Job Description**

<b>Job Information</b>	
<b>Job Title</b>	Yard 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**

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:**

- Positive and can-do attitude
- Customer service skills
- Excellent communication skills

**Desirable:**

- Forklift Truck Licence
- Previous experience of Merchanting 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