

JOB DESCRIPTION

Job Title	Warehouse FLT Operative
Department	Warehouse
Location	Park Royal, London

Overview of role

Working as part of the Warehouse team the primary duty of the Warehouse FLT Operative is to receive and store and then pick product orders for UK customers.

Duties & responsibilities

Process & Customer Service:

- Assemble orders ready for checking prior to despatch.
- Load orders on to vehicles once checked.
- Assist in receipt and warehousing of goods.
- Move stock as directed and safely store goods in the appropriate locations.
- Assist in the examination and/or repackaging of products or materials as directed in a safe and responsible manner.
- Assist in the preparation of stock for stocktaking purposes ensuring all goods are clearly visible and identifiable.
- Assist in the counting of stock either at regular stocktaking or at random spot checks.
- Assist in the cleaning and tidying of the warehouse.
- Ensure that security is maintained at all times especially relating to goods in the warehouse, confidential documents, Company acquisitions and access to computer terminals.

Health & Safety:

- Operate Forklift trucks in accordance with all Health & Safety and company requirements.
- Exercise care and attention in the execution of all duties in accordance with the Warehouse rules and health and safety requirements which shall be displayed and/or communicated from time to time.
- Ensure the working area is kept clean and tidy at all times.

Behaviours:

- Work such overtime as may reasonably be requested by the Company to ensure maximum efficiency.
- Carry out duties aiming always at maintaining/improving the highest possible level of customer service which is the backbone of the Company.
- Follow any reasonable instructions given by management or supervisors.
- Maintain good, close working relationships with all departments within the Company.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications/ Training	<ul style="list-style-type: none">• Good basic education• Excellent verbal & written English• Good level of Maths	<ul style="list-style-type: none">• Forklift and/or Reach Truck licence
Knowledge/ Experience	<ul style="list-style-type: none">• Experience in a warehouse and distribution environment	<ul style="list-style-type: none">• Experience in wine trade• Experience of distribution and route planning
Skills/ Abilities	<ul style="list-style-type: none">• Good team player• High level of accuracy, and excellent attention to detail• Self-starter who can operate without direct supervision• Good verbal and written communication skills• Pro-active approach	