

JOB DESCRIPTION



Job Details

Job Title: Warehouse Assistant

Distribution Branch Manager

Warehouse Manager/Supervisor

Warehouse Assistant

(Local Variations may apply)

Job Purpose

To carry out warehouse duties as required by the Warehouse Manager/Supervisor to ensure internal and external customer needs are met.

Knowledge, Skills, Qualifications & Experience Required

- Knowledge and experience in warehousing.
- Good communication skills.
- Knowledge of H&S legislation.
- Experience of forklift operation.
- Experience of working in a pressurised environment.
- PC literate.

Key Result Areas

- Checking incoming stock deliveries and put away in appropriate area.
- Picking Goods for outgoing orders and placing in loading bay.
- Prepare for and carry out regular stock checks in accordance with company stock take procedures.
- Operating Fork Lift Truck, if holder of a current FLT license and ATO.
- General House Keeping duties.
- Assist with the loading of company vehicles and ensuring loads are safe and secure.
- Up to date knowledge of products, technology and regulations are maintained.
- To assist with customers collecting goods in a professional manner.
- To ensure a high standard of housekeeping within the warehouse paying particular attention to health & safety compliance.
- Any other reasonable duties as requested by your Line Manager.