



Job title	Warehouse Operative / Driver
Reports to	Warehouse Operations manager

Purpose

To ensure the customer receives first class service by preparing orders accurately and delivering in a timely manner. To represent Staytite when delivering to customers' premises by being tidy, professional and courteous at all times.

Key tasks

- Perform all tasks in accordance with the Health & Safety policy and best working practice
- Pick and pack orders according to customer specification
- Ensure stock is located correctly according to computer system
- Load / offload vehicles and ensure correct paperwork is completed
- Drive forklift trucks where trained to do so
- Perform routine maintenance checks on company vehicles
- Clean company vehicles regularly
- Take ownership of designated kanban accounts
- Deliver stock to customer, replenish empty bins and ensure parts are not mixed and bins are located correctly
- Scan empty bins to generate picking list for next delivery to customer
- Ensure kanban racking is safe and tidy, and free of debris
- Liaise with customer contacts to find out if there are any issues or special projects that could impact Staytite

Physical requirements

The role is physically demanding and requires regular lifting of boxes at 15kg+

Qualifications

A full driving license is required for this role