

## Job Description

<b>Job Title:</b>	Forklift Driver & Warehouse Operative
<b>Reports to:</b>	Operations Manager
<b>Location:</b>	Longtown
<b>Job Purpose</b>	
To work as part of the warehouse team to ensure efficient and safe running of the day-to-day warehouse and yard operations.	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Responsible for the safe loading and unloading of vehicles, whilst considering vehicle weights and dimensions, ensuring this is done within the plan and to schedule.</li> <li>• Responsible for keeping the warehouse and yard clean.</li> <li>• Assist as required in the warehouse including the wrapping and labelling of pallets.</li> <li>• Liaise with relevant colleagues for updated inbound and outbound freight volumes.</li> <li>• Ensuring all tasks relating to the yard and warehouse are carried out safely and effectively, including ensuring that all personnel on site, employees, contractors, or customers are adhering to the relevant site rules and regulations.</li> <li>• Ensure that plant and equipment is kept in good working order, raising defects when required.</li> <li>• Working safely at all times</li> </ul>	
<b>Core Responsibilities (applicable to all employees)</b>	
<ul style="list-style-type: none"> <li>• To promote best practice in maintaining high levels of Customer Service</li> <li>• You must comply with all health and safety rules and regulations regarding the health and safety of yourself and others who may be affected by your acts or omissions.</li> <li>• Report any health and safety issue including accidents to self.</li> <li>• Follow all site rules.</li> <li>• You must comply with all relevant legislation.</li> <li>• Undertake such other duties that are required from time to time commensurate with this position.</li> <li>• Promote Wm. Armstrong in line with current company values, beliefs and branding.</li> </ul>	
<b>Direct Reports</b>	No
<b>Internal and External Relationships</b>	
<ul style="list-style-type: none"> <li>• Drivers</li> <li>• Colleagues</li> <li>• Managers</li> <li>• Subcontractors</li> <li>• Customers</li> </ul>	
<b>Knowledge, Skills and Experience Needed (Essential/ Desirable)</b>	
<ul style="list-style-type: none"> <li>• Previous warehouse and forklift experience preferred.</li> <li>• Hold a current counterbalance forklift licence.</li> </ul>	



- Health and safety conscious with the ability to challenge the wrong behaviours and ensure everyone is always working in a safe manner.
- A good communicator, attention to detail and excellent organisation skills.
- Ability to work well on your own as well as part of a team.
- Previous pallet network experience advantageous.
- Flexible approach to work demands, including some weekend work.
- Ability to work in a busy, fast-paced environment, working to deadlines.
- Attention to detail and excellent organisation skills.

**NB:** Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. Work location is subject to discussion with immediate line manager and the requirements of the business.