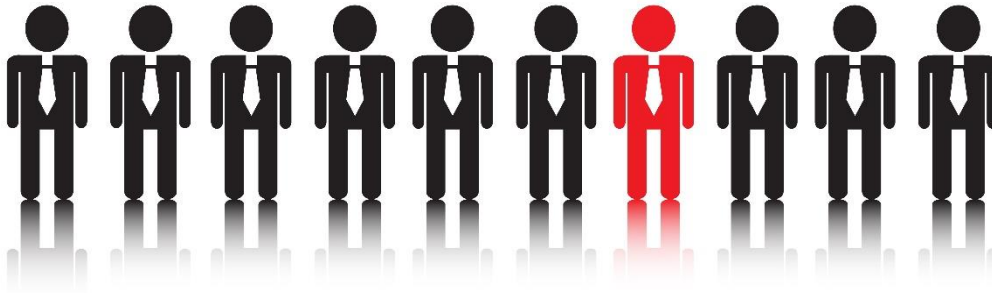


Job Details: Warehouse Operative



Employment Type: Full Time – 40 hours per week

Salary: Dependent on experience

Reports to: Operations Director

Department: Warehouse/Stores

Position Description

Security And Fire Experts Ltd (S.A.F.E.) are looking to recruit a Warehouse Operative to oversee the efficient receipt, storage and dispatch of a range of goods.

The successful candidate will be responsible for a vital part of the supply chain process, in order to ensure goods are received, logged, stored and dispatched appropriately and productivity targets are met.

Employer Description

S.A.F.E. are possibly one of the most versatile and dynamic service providers in the industry today, with our company ethos of “Do the job right, or not at all” and continuing commitment to providing the highest level of professional customer service and support. We are now looking for likeminded individuals to help take S.A.F.E. onto the next level.

We are committed to the continuing development of every employee; therefore, not only do we consider staff training, both internal and external, to be a crucial component in our business plan, but we also encourage and strongly support career progression, with opportunities for promotion within our organisation and throughout the wider Safe-Group.

Main Duties & Responsibilities Include

- Liaise with the estimates department, installation team, service department, suppliers and transport companies to ensure an adequate stock control of crucial equipment is available and inventories/company CRM are accurate and up to date.
- Plan, coordinate and monitor the receipt, order, assembly and dispatch of goods
- Use space and mechanical handling equipment efficiently, making sure quality, budgetary targets and environmental objectives are met and plan future capacity requirements
- Ensure accurate vehicle and warehouse stock inventory is readily available and up to date on company CRM at all times.
- Perform random vehicle checks to ensure all vehicles are kept clean and tidy and that individual vehicle inventories match information on company CRM.
- Oversee the maintenance of company vehicles, machinery and equipment.

- Maintain and update company asset register of all company tools and equipment including signing in and out register/requisition forms.
- Have a clear understanding of the company's policies and vision and how the warehouse contributes to these
- Respond to and deal with customer communication by email and/or telephone where applicable
- Motivate, organise and encourage teamwork within the workforce to ensure productivity targets are met or exceeded
- Produce regular reports and statistics on a daily, weekly and monthly basis
- Brief Operations Manager and/or Company Director(s) on a daily basis
- To comply with work instructions, company policies and Health and Safety procedures at all times and maintain standards of hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely
- Where appropriate, oversee the maintenance and operation of warehouse management systems and automated storage and retrieval systems.
- Any other duties commensurate with the role

Company Responsibilities

- To undertake any additional duties at the request of your line manager, which is deemed to be within your competency
- To induct, manage and develop any personnel within your responsibility
- To adhere to all S.A.F.E. policies and procedures
- To undertake any training and development activities at the request of your line manager
- To comply with all Injury Prevention policies and support new initiatives

Skills, Experience and Qualifications Required

- Excellent customer service skills
- Competent using technology such as Desktops, laptops, smart phones etc.
- Good interpersonal skills and the ability to work as part of a team
- Excellent oral and written communication skills
- The ability to communicate effectively with staff at varying levels throughout the company
- A genuine interest in your work with an enthusiasm and willingness to learn

Benefits

- Opportunity to work overtime or weekends
- 20 days' holiday + 8 bank holidays + one additional day for every year served (to a maximum of five years)
- Great rates of pay
- Company Pension

Performance Measures

- KPI's
- Internal audits
- Customer Comments

