



**JOB DESCRIPTION:** Warehouse Operative - Monday to Friday – Morning or Afternoon shift

**REPORTS TO:** Warehouse Manager and Warehouse Supervisors

**PAY STRUCTURE:** To be discussed at interview

We are looking for skilled Warehouse Operatives that have the ability to function well as part of a team. You must have very effective organisational and communication skills. To be successful in becoming part of our team you will need to be committed to going the extra mile to enable Avon Freight Group to always deliver successful outcomes for our customers.

**Essential Requirements:**

- High levels of Health and Safety standards.
- Numerate and literate.
- Experience of working in a Warehouse environment.
- Excellent verbal communication.
- Ability to multi-task and work in a fast paced environment.
- Ability to communicate effectively with Customers and Co-Workers.
- Ability to function well as part of a team.
- Diligent attention to detail.
- Ability to work under pressure.
- Flexibility.

**Desirable Requirements:**

- Current Forklift Certificate (B1 Counterbalance/BENDI)
- Scissor Lift Certificate.
- First Aid Certificate.

**Essential Duties and Responsibilities:**

- Taking delivery of goods and supplies.
- Picking of goods.
- Preparation of stock.
- Loading/Unloading of freight by hand or forklift.
- Keep records of stock.
- Assisting with stock taking.
- Keeping Warehouse and work areas clean and tidy.
- To provide support in the Yard as required by the Warehouse Manager.
- Adhere to all company policies and procedures, to include the Company Standards of Performance and Health and Safety Policy.

**Physical Demands:**

- Loading and unloading of goods from vehicles.
- Stacking of goods onto pallets from storage bays.
- Stacking of empty pallets.

**Education and Experience:**

- Basic numeracy, literacy and computer skills. Must have previous warehouse experience.

**This job description is subject to change as the demands of the business and the role develop. The role requires flexibility and adaptability. All Avon Freight Group employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.**