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EUROPE'S LEADING INDEPENDENT BRAKE PAD MANUFACTURER FOR CARS, MOTORCYCLES, KARTS AND MOUNTAIN BIKES

Job Description – Driver/Warehouse Operative

SUMMARY

To despatch and collect products to/from local suppliers with the appropriate paperwork and checks, driving the company light commercial vehicle. To receive and check Goods In deliveries, as part of the Goods In Team. Other duties as required.

PRIMARY RESPONSIBILITIES

1. Deliver Work In Progress to local suppliers and collect when ready, in a professional and efficient manner.
2. Keep required documentation and update Company system for all goods despatched/collected by you.
3. Work in accordance to Goods In/Out Procedures and Work Instructions
4. Other warehouse duties, including but not limited to; Goods In/Out, Returns, packing, stock movements etc...

KNOWLEDGE AND SKILLS

1. Attention to detail
2. Ability to work to procedures
3. Good communicator
4. PC literate preferred but not essential
5. Forklift Truck licence preferred but not essential
6. Driving licence essential – LGV or HGV experience an advantage
7. Experience in manual handling and Goods In/Out essential
8. Ability to prioritise workload
9. Flexible and trustworthy.

WORKING CONDITIONS

Full time position.

Working conditions are normal for a warehouse operation.

Reporting to the Warehouse Supervisor.