



## **JOB DESCRIPTION**

### **DEPARTMENT**

Warehouse

### **JOB TITLE**

Driver/Picker/Packer

### **JOB PURPOSE**

To ensure constant flow of products between warehouses in a prompt manner to enable excellent customer service.

### **RESPONSIBILITIES**

- Responsible for the movement of stock between JSP sites on a daily basis
- The delivery of goods to customers/collections from suppliers when required
- Responsible for company vehicle ensuring all daily checks are carried out and reporting any faults to your line manager
- All relevant UK driving laws are adhered to
- Picking and packing customer orders
- Loading/unloading of vehicles as necessary
- General warehouse upkeep
- Stock replenishment and stock consolidation
- Stock taking perpetual and static
- Maintaining a clean and tidy work environment
- Any other reasonable request from your supervisor/line manager

### **SKILLS**

- Full driving licence - you will be required to drive a long wheel based van
- Qualified and competent to operate the various forklift trucks and other machinery within the warehouse
- Qualified to drive the company vehicle and have the appropriate drivers hours training
- Be able to communicate clearly, both written and in speech
- Process a good standard of numeracy
- Good understanding of and commitment to safe working practices
- Handle the best interest of both the customer and the company
- Be a team player
- Have a pleasant and friendly style (smile)
- Be proactive rather than reactive
- Be able to work on own initiative

### **LINE MANAGER**

Warehouse Manager