

Job Description

Position Description	
Job Title	Warehouse Operative / Driver
Department	Warehouse
Reporting to:	Group Logistics Manager
Location	Dagenham, London
Hours	42.5 hours per week
Scope of Role	Reporting to the Group Logistics Manager, you will be tasked with completing a range of warehouse and driving activities to support our business needs



Key Responsibilities
<ul style="list-style-type: none"> • Checking and controlling levels of stock of plumbing and electrical materials • Accepting deliveries of raw materials and organizing within the warehouse • Accepting large prefabricated mechanical plant / pipe rigs and delivering in accordance with construction programme • Loading, driving and unloading the delivery truck at sites in and around London (C1 Licence required) • Handling and recording details of tools and equipment going to and returning from sites. • Reporting into group logistics manager with regular updates on stock levels and other necessary information regarding the warehouse

Person Specification

	Essential	Desirable
Qualification	3 GCSEs at grade C or above, or equivalent	
	C1 Driving Licence	
Experience & Knowledge	5 years' experience of stock control and organization of warehouse / stores	
	5 years' experience / knowledge of basic mechanical and electrical materials and equipment	
Abilities & Skills	Highly developed organisational skills and ability to multitask	
	Good computer software skills required (particularly, Microsoft Excel & Outlook)	
	Possess excellent interpersonal and communication skills	
	To be flexible and work as part of a team.	
	A strong work ethic and must be very 'hands on' with a 'can do' attitude	