

## Job Description

<b>Job Title:</b>	Warehouse & Yard / Forklift Operative
<b>Reports to:</b>	Operations First Line Manager
<b>Location:</b>	Uddingston
<b>Job Purpose</b>	
Working as part of Warehouse team to ensure efficient and safe running of the day-to-day warehouse and yard operations.	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Responsible for safe loading and unloading of vehicles – While considering vehicle weights and dimensions and ensuring this is done within the plan and to schedule.</li> <li>• Responsible for keeping the warehouse and yard clean.</li> <li>• Assisting as required in the warehouse to include wrapping and labelling of pallets.</li> <li>• Ensure approach and procedures are followed in line with company processes.</li> <li>• Work collaboratively with other WMA departments, Palletforce Members and Network.</li> </ul>	
<b>Core Responsibilities (applicable to all employees)</b>	
<ul style="list-style-type: none"> <li>• To promote best practice in maintaining high levels of Customer Service</li> <li>• You must comply with all health and safety rules and regulations regarding the health and safety of yourself and others who may be affected by your acts or omissions.</li> <li>• Report any health and safety issue including accidents to self.</li> <li>• Follow all site rules.</li> <li>• You must comply with all relevant legislation.</li> <li>• Undertake such other duties that are required from time to time commensurate with this position.</li> <li>• Promote Wm. Armstrong in line with current company values, beliefs and branding.</li> </ul>	
<b>Direct Reports</b>	No
<ul style="list-style-type: none"> <li>• NA</li> </ul>	
<b>Internal and External Relationships</b>	
<ul style="list-style-type: none"> <li>• Drivers</li> <li>• Colleagues</li> <li>• Managers</li> <li>• Subcontractors</li> <li>• Customers</li> </ul>	
<b>Experience/Knowledge/Skills</b>	
<ul style="list-style-type: none"> <li>• Hold a current counterbalance forklift licence.</li> <li>• Previous warehouse experience required.</li> <li>• Health &amp; safety conscious</li> <li>• Attention to detail and excellent organisation skills.</li> <li>• Must be flexible regard working hours / shift patterns.</li> <li>• Previous pallet network experience advantageous.</li> <li>• Confidence to communicate at all levels.</li> </ul>	

- Ability to work under pressure.
- Working to deadlines.
- Work well under own initiative as well as part of a team.
- Develop a strong knowledge and understanding of Wm. Armstrong transport operations and procedures.
- Develop a knowledge of our customer locations, profile and products. Must be proficient in using Microsoft packages (Excel, Word, Outlook)

**NB:** Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. Work location is subject to discussion with immediate line manager and the requirements of the business.