

Job Title	Warehouse Operator
Working Hours	50 Hours Per Week - Monday to Friday
Reporting Structure	Reports to the Warehouse Manager
Pay & Benefits	To be discussed at the Interview

WAREHOUSE OPERATOR OVERVIEW

At H Young Transport, you are not simply 'a worker'. Our warehouse team are vital in ensuring we get the right goods, in the best condition to our customers!

If you enjoy physical work and want to be part of a great team, then this job could be just right for you. As a warehouse operative, you would deal with goods and products that come into and out of our warehouse.

You do not need any specific qualifications to be a warehouse operative. Basic English, maths and IT skills would be useful.

KEY WAREHOUSE OPERATIVE REQUIREMENTS:

To join H Young as a warehouse operative, you will need:

- To have a good level of fitness
- To be able to work quickly and accurately, on your own and as part of a team
- The ability to work under pressure and unsupervised
- A flexible work ethic
- Be literate & numerate with good attention to detail
- Have good eyesight / corrected vision

DESIRABLE (NOT ESSENTIAL) REQUIREMENTS:

- Familiarity with modern warehousing practices and methods
- Experience of using IT systems
- Current forklift certificate (B1 Counterbalance)

EDUCATION AND EXPERIENCE:

- Basic numeracy & literacy
- Ideally a minimum of one years warehouse experience

KEY DUTIES:

- Prepare and complete orders for delivery or pickup according to the daily schedules (load, pack, wrap, label, scan, ship)
- Ensure that loads are checked in/out against the customers' order / load ticket and signed off with the Transport Manager.
- Checking for damaged or missing items
- Complete all paperwork correctly
- To count & reconcile stock items
- Keeping records of stock & keeping paperwork up to date
- Maintain the cleanliness of the warehouse & yard areas.
- Provide support in the yard / warehouse as required by the Transport Manager.

KEY LEGAL & POLICY RESPONSIBILITIES

- Adhere to all company policies and procedures, to include the Company Performance Standards and Health and Safety Policies.
- Comply with Health and Safety standards
- Adhere to EU Working Time and Road Transport Regulations
- Look after company equipment and ensure that it is not exposed to unnecessary damage.
- Ensure accidents are kept to a minimum, reporting any as soon as possible and in compliance with the H Young Transport accident reporting procedures.
- Attend essential or advisory training in order to carry out the role.

FITNESS / PHYSICAL DEMANDS OF THE JOB:

- Stacking / shifting of empty pallets
- Moving stock around by hand, using lifting gear or a forklift
- Loading and unloading of goods from vehicles
- Stacking of goods onto pallets from storage bays
- Opening, closing & securing of vehicle curtains

This job description is subject to change at the discretion of H Young. As with all H Young roles, employees may be requested to carry out other tasks and responsibilities.