

Designer **Contracts**

Vacancy – Warehouse Operative with Driving Duties

With 250 staff and an annual turnover of over £30 million across 15 regional centres, we are the UKs largest flooring contractor. This is a fantastic opportunity to join our team.

Due to our significant and continued expansion we are looking for the above position at our Regional Office in Romford:

- **£17,500 plus bonus**
- **Permanent, full time**

Job Objective

To provide an efficient, effective administration service to assist their Line Manager and to assist in the warehouse

The Role

- Responsible for receiving all goods into warehouse
- Responsible for checking goods are correct against purchase order
- Responsible for labeling all goods
- Ensure goods are stored in correct locations
- Be able to understand and work accurately on Syscom
- Book goods in on Syscom
- Allocate stock to sales order
- Deal with CD transfers and allocations
- Responsible for stock levels on bulk goods, i.e. underlay/gripper/doorplates etc
- Raise pick slips on Syscom on a daily basis
- 'Pull' required goods ready for collection by fitters
- Advise office of waste disposal requirements
- Carry out general housekeeping duties
- Ensure RFS's returned quickly
- Query unallocated stock with office
- Ensure warehouse security
- Keep End of Range display stocked, tidy and safe
- Make sure Contractors and delivery drivers adhere to smoking regulations
- Must have full current fork lift licence (if region has fork lifts) and be competent in using fork lift truck

The Person

- Strong team player
- Excellent communication skills
- You should have at least 5 GCSEs Grade C or above, including Maths & English or equivalent.
- Experience of the flooring industry is an advantage but not essential
- Candidates will have the ability to multi task
- Must have a full current driving licence and CSCS

Benefits include, quarterly bonus, 32 days holiday, including 8 bank holidays, contributory pension scheme, healthcare, life cover and staff discount.

If you have the relevant experience and drive to make a real difference and grow our business, send us your CV as well as details of your current salary and package.