

Stores Assistant and Van Driver

Team: Stores.

Reports To: Materials Control Manager

Job Purpose

We are seeking a reliable and experienced individual to join our team. As a Stores Assistant and Van Driver, you will be responsible for transporting goods and materials to various locations efficiently and safely. This is a pivotal role working with both our office and onsite sites to ensure stock levels are managed and distributed to facilitate work in all areas of our operation.

You will be instrumental in communicating with the Materials Control Manager, Engineers and Office employees regarding stock.

Person Specification

You will need to be a strong communicator with a good work ethic and a desire to go the extra mile to get the job done.

We require a full UK driving licence held for at least 2 years.

This role expects a high-level of motivation and the ability to work well both individually and with the wider team. At certain times you will need to manage multiple priorities and deal with a heavy workload demonstrating reliable organisation skills. The role requires you to be I.T literate with a sound working knowledge of Microsoft Office.

You will show a willingness to help improve daily working practices to help control stock levels.

Previous experience of working in the plumbing merchant industry would be advantageous but not essential.

Main Duties, Responsibilities and Accountabilities

1. Load, deliver and unload goods in accordance with health and safety standards ensuring items are properly secured
2. Carry out pre-planned site clearances, help will be available to aid if lifting materials are required.
3. Return and collect goods from supply chains, obtaining applicable paperwork.
4. Maintain accurate records of deliveries, including receipts and signatures.
5. Communicate effectively with customers and colleagues
6. Liaise with engineers to advise and agree on delivery times to and from Stores.
7. Work as part of a team completing general store's tasks before and after deliveries.
8. Support with managing stock levels for the best interest of the business including putting together site materials packs

Main Duties, Responsibilities and Accountabilities cont.

9. Comply with Company Health and Safety, Quality and Environment Policies.
10. Safely operate a van to transport goods and materials, planning routes
11. Adhere to traffic laws and regulations.
12. Inspect your vehicle regularly and report any maintenance issues
13. Other ad-hoc duties as and when required.

Key Challenges

- Maintaining the smooth operation of the delivering materials to site.
- Ensuring stock is distributed/collected in a timely manner.
- Developing effective and efficient processes in line with the CRM system.

Key Relationships

- Materials Control Manager
- Engineers
- Procurement Manager
- Customer Care Manager
- New Build Managers

Decision Making Authority

- Day to day decisions on how best to manage on-going tasks and workload.