

# Job Description

<b>Position in the Organisation</b>	Branch Warehouse Operative
<b>Department</b>	
<b>Location</b>	
<b>Responsible to</b>	Branch Manager (BM) & Assistant Branch Manager (ABM)

## Main Purpose of Job

- To ensure smooth operation of the warehouse and control all aspects of stock handling from goods inwards to locating stock and all to be done in a correct & timely fashion. At all times adhering to Health & Safety guideline regarding Manual Handling of goods & the wearing of PPE (Personal Protective Equipment) where necessary.

## Main Responsibilities

- To ensure once stock has arrived onto the premises it is checked accurately against any supporting advice/delivery note.
- To check goods for damage or mislabelling and noting on relevant paperwork.
- Once the goods have been checked correctly any supporting paperwork is passed to the BM or ABM for Checking.
- Once stock has been checked against relevant paperwork the goods should be put away accurately in their relevant place on the shelf.
- To relocate stock when there becomes a space issue on the shelf.
- To check off any supplier advice or delivery notes against invoice or statement once received. Any outstanding invoices or credit notes to be chased or highlighted to BM or ABM. Dealing with credit notes on a daily basis
- To pick any Trade invoices which appear on printer to speed up our delivery service & place parts on relevant drivers shelf. Initialling the invoice once picked.
- To carry out a rolling stock check of at least 250 stock lines per week & report back to the BM or ABM who will organise for an independent recount of discrepancies.
- To return to supplier on a weekly basis all Old Core products and ensure relevant supporting paperwork is sent & a copy kept in Branch.
- To return on a weekly basis any 3<sup>rd</sup> party & Warranty parts and ensure relevant paperwork is filled in accurately by customer and a copy sent with part & copy filled in Branch.
- To keep tidy the warehouse & goods inwards area ensuring the passageways are clear of potential hazards.
- During busy times help with incoming phone calls & take messages or pass call through to relevant person.
- In Emergencies or Staff holidays to undertake driving duties in & around Branch area

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- To ensure good working relationships with other members of staff & promote a good image for the company.
- To carry out any reasonable task asked of you by BM or ABM or other employee.

**This list is not exhaustive & can be added to when necessary.**

## General Responsibilities

At all times promote a good image of the Company  
Read Company rules, procedures and agreements and any notices displayed by the Company.  
Complete Company documentation as required.  
Report all hazardous situations or dangerous occurrences immediately to your Manager.

## Limit of Authority

No authority to commit the Company to capital expenditure  
No authority to authorise local purchase orders  
No authority to issue petty cash  
No authority to discipline or dismiss staff.

## Security

All company and branch business to be treated in the strictest confidence and not be disclosed to persons outside the Branch or Company.

## I have read and understand the above Job Description

<b>Signed:</b>		<b>Name:</b>	
<b>Date:</b>		<b>Manager:</b>	

