**JOB DESCRIPTION**

**JOB TITLE**: Warehouse Operative / Measure & Install Coordinator (Dual Role)

**JOB LOCATION**: Besafe Tipton

**IMMEDIATE SUPERIOR**: Warehouse Manager

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**MAIN PURPOSE OF JOB**

To ensure safe, correct movement and storage of all inventory equipment and supplies. To enable processing of garments, lockers and cabinets, and despatch in an accurate and timely manner.

To provide a link up role between Besafe clients, contracts and Sales Teams. To initiate measure and installs.

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**KEY TASKS – WARHOUSE**

1. Pick and prepare stock and equipment orders for despatch following the relevant and current procedures.
2. Processing of garments, including heat sealing barcodes and customer logos using the systems available and according to current procedures.
3. Refurbish roller towel cabinets and lockers and any supporting mechanisms.
4. Make up orders for distribution via courier / site.
5. To maintain a high level of productivity in line with specified targets, whilst maintaining quality of service.
6. To participate in stock takes as and when requested and keep stock lists updated when required.
7. Some driving for deliveries/collections.
8. Receipt/checking of goods into the warehouse.
9. To liaise and form good working relationships with other members of staff within the branch.
10. To maintain any relevant paperwork.
11. To carry out any task deemed necessary by the Warehouse Manager.

**KEY TASKS – MEASURE & INSTALLATIONS**

1. Plan measurements and installations
2. Carryout snagging duties until all projects are complete
3. Initiate Locker installs and labelling applications
4. Manage sizing sets of all items and ensure they are complete and fit for use.
5. Barcode installation to aid the hand held project.
6. Ensure all relevant paperwork is maintained/supplied in a timely manner.
7. Ensure site is left clean and tidy at all times.
8. Ensure you abide by customers Health & Safety rules prior to entering site.
9. Ensure email provided to contracts confirming installation details.

**ROLES AND REPSONSIBILITIES**

* Ensure warehouse / yard is clean and tidy.
* Accurate counting / checking of stock.
* Completion of courier manifests.
* Loading and unloading of deliveries / despatches.
* Processing of garments, applying barcodes and logos.
* Contribute to the overall performance of the warehouse.
* Use of computer to view / action work orders.

**SKILLS AND KNOWLEDGE REQUIRED TO PERFORM THIS ROLE**

* Good communication skills.
* Driving Licence.
* Manual Handling.
* Initiative and self motivation.
* Ability to resolve problems on site at clients.
* Ability to work under pressure.
* Computer skills required – Training will be provided on the internal systems.

**HEALTH AND SAFETY**

* Ensure Health and Safety rules and procedures within the warehouse are observed, and that any contraventions of the rules are reported to your line manager immediately.
* To carry out all operations and activities in the prescribed manner.
* Use the correct tools and equipment for the operation including any relevant safety equipment or protective clothing.
* Report any defects in equipment or protective clothing immediately.
* Avoid improvising or taking short cuts which would entail unauthorised or unnecessary risks.
* Maintain a clean and tidy working area.
* Report accidents or near miss incidents promptly and suggest ways of eliminating or reducing hazards.
* Cooperate with accident/incident investigations in order to prevent reoccurrence.
* Develop a personal concern for your own safety and that of your colleagues.