



JOB DESCRIPTION

Job Title	Yard Assistant (Part time)	Department	Branch
Reporting to	Branch Manager	Location	Branch

Overall Objective

You will participate in the effective and efficient running of our Branch. This will involve maintaining the best in class service to both new and existing customers.

You will use your organisation, dedication and enthusiasm for customer service to help maintain the yards high standards and efficiency. You'll also need to operate a forklift truck to ensure our delivery drivers are loaded and unloaded in a timely manner.



Main Roles & Responsibilities	Core Competencies
<p>Yard Assistant will be expected to perform any of the following tasks:</p> <ul style="list-style-type: none"> ● Unload, handle, transport and store materials safely and securely. ● Assist customers to load their vehicles when required. ● Assisting to prepare customers ordered as advised by the Management team. ● Answer customer's questions and queries, or direct them to another member of staff. ● Maintain high standards of stock handling and management. ● Ensure the yard is clean, tidy and free from hazards. ● Continually promote the Company image of service and quality. ● Operate Fork Lift Trucks / lifting and moving equipment and timber cutting equipment. (where applicable and after full training has been completed) ● Report all defects of Company plant and machinery immediately to the Management team. ● Participate in training to develop a knowledge of the Company, its products and the elements necessary to be successful in the business. ● Report all accidents and near misses to the Management team immediately. ● Ensure the accurate and efficient loading and unloading of all vehicles. ● Other reasonable duties as arising, as specified by the Management team. <p>Education/Qualifications/Experience: Must have a good level of education e.g. City & Guilds, NVQ, and/or equivalent qualification as appropriate for the role.</p> <p>At least 1 years' experience in a similar industry or work experience in a yard environment.</p>	<ul style="list-style-type: none"> ● Ensures accountability ● Action orientated ● Customer focus ● Interpersonal savvy ● Nimble learning ● Being resilient ● Drive results ● Demonstrates Self-awareness ● Self-development <hr/> <p>Specific job skills</p> <ul style="list-style-type: none"> ● Customer Focused ● Great communication skills ● Good level of written and spoken English ● Product Knowledge ● Team Player