

Job description

Evesham Trade Home Improvements Supercentre is part of the GM Roofing and ETC Windows group of companies. We are an independent merchant of UPVC goods and flat roofing materials.

We are looking to recruit a Warehouse Assistant to assist our Trade Centre team and installation teams. The Warehouse Assistant will help maintain a well organised, clean and tidy environment, receive and put away bulk deliveries from suppliers.

Key responsibilities:

- Picking, packing and staging orders ready for delivery
- Following special instructions in relation to an order
- Loading installation vans
- Unloading delivery vehicles, safely handling materials and putting away in bulk locations
- Assist in carrying customer orders to their vehicle
- Communicate positively with Trade Centre team and installation teams.

Other responsibilities:

- Operate within company procedures and safe systems of work
- Maintain a clean and tidy work environment
- Move waste to designated disposal areas

About you:

- Enthusiastic about working in a warehouse environment
- Enjoys working within a small, friendly team
- Remains calm under pressure
- Adaptable and flexible approach
- Positive and happy person
- Accuracy and attention to detail
- Understands basic warehousing procedures
- Capable of following verbal and written instructions
- Good communication skills
- Excellent customer service skills
- Punctual

In return we offer:-

- A friendly working environment
- 20 days holiday entitlement plus 8 bank holidays and an extra days holiday on your birthday
- Company bonus scheme
- Company pension scheme
- A solid career pathway and structured progression

- You will be rewarded with a very competitive salary (negotiable depending upon experience)
- A blend of training and on the job training to help your career development

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Hours of Work:-

Monday to Friday 7.30am - 5pm

Saturday mornings will be worked on a rota basis

Job Type: Full-time

Benefits:

- Company pension
- On-site parking

Schedule:

- 8 hour shift
- Monday to Friday
- Overtime

Supplemental pay types:

- Bonus scheme

Closed

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