

### FLT Driver - Holmfield

There is an opportunity for an FLT Driver to join our team based in **Holmfield**.

We are forward thinking and dynamic logistics business with an enviable reputation for growth, customer service and innovation. We operate from multiple UK locations and supply our customers with end-to-end supply chain solutions including freight forwarding, contract logistics, value added services and UK distribution

#### Key Tasks & Accountabilities:

- Unload & sort containers quickly and accurately.
- Unload & sort palletised deliveries quickly and accurately
- Ensure all shunts are tipped in a timely fashion ready for picking.
- Utilise all FLT's in a safe manner in line with H & S policy.
- Ensure that all picking is done accurately in full, in sequence and on time.
- Ensure that all outbound stock is checked, loaded accurately and despatched on the system.
- Utilise any other manual handling equipment in line with usage guidelines and H & S.
- Ensure that all stock located is done so accurately following the WMS system.
- Undertake PI checks as directed by management.
- Ensure that all goods are checked in / sorted effectively to minimise stock / production errors.
- Maintain all stock in an acceptable condition and ensure stock is placed in racking safely.
- Ensure that hanging stock is tipped accurately and counted accurately.
- Undertake stock queries through to completion.
- Stock take accurately and effectively.
- Comply with Health & Safety procedures at all times

#### Skills, experience and attributes:

- Experience or using automated warehouse management systems and scanners.
- Has a current FLT Counterbalance/Reach licence (or is willing to be trained)
- Good analytical skills
- Good Communication skills
- Is willing to be flexible with hours and shifts
- Ability to work in a challenging department
- Excellent organisational skills and ability to meet deadlines.

To discuss this please contact Holmfield HR Department for a discussion or phone 01422 231035 or email your application to Tracy Chatterton at [tracy.chatterton@advancedsupplychain.com](mailto:tracy.chatterton@advancedsupplychain.com)



INVESTOR IN PEOPLE

## Job Description

<b>Job Title</b>	<b>FLT Driver</b>		
<b>Department</b>	Warehouse		
<b>Location</b>	Holmfield		
<b>Reports To</b>	Team Leader/Supervisor	<b>Date Prepared:</b>	06.01.2017
<b>Direct Reports/Subordinates: None</b>			
<b>Key Relationships:</b>			
Internally:			
<ul style="list-style-type: none"> <li>• Team Leader/Supervisor</li> <li>• Transport Department</li> </ul>			
Externally: External Drivers			
<b>Main Purpose of Role</b>			
The main purpose of this role is to load and unload trailers and containers within a fast-paced environment.			
<b>Key Tasks &amp; Accountabilities:</b>			
<ul style="list-style-type: none"> <li>• Unload &amp; sort containers quickly and accurately.</li> <li>• Unload &amp; sort palletised deliveries quickly and accurately</li> <li>• Ensure all shunts are tipped in a timely fashion ready for picking.</li> <li>• Utilise all FLT's in a safe manner in line with H &amp; S policy.</li> <li>• Ensure that all picking is done accurately in full, in sequence and on time.</li> <li>• Ensure that all outbound stock is checked, loaded accurately and despatched on the system.</li> <li>• Utilise any other manual handling equipment in line with usage guidelines and H &amp; S.</li> <li>• Ensure that all stock located is done so accurately following the WMS system.</li> <li>• Undertake PI checks as directed by management.</li> <li>• Ensure that all goods are checked in / sorted effectively to minimise stock / production errors.</li> <li>• Maintain all stock in an acceptable condition and ensure stock is placed in racking safely.</li> <li>• Ensure that hanging stock is tipped accurately and counted accurately.</li> <li>• Undertake stock queries through to completion.</li> <li>• Stock take accurately and effectively.</li> <li>• Comply with Health &amp; Safety procedures always</li> <li>• Maintain good General Housekeeping standards always in both the warehouses and yard.</li> <li>• Undertake any other duties which may be required to assist the needs of the business as directed by management</li> </ul>			

### Person Specification:

Behaviours	Must be able to adapt and excel within a fast-paced environment
Skills	<ul style="list-style-type: none"> <li>• Good analytical skills</li> <li>• Good communication skills</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Experience of using Reach trucks with extending mast</li> <li>• Experience of using double deep racking</li> </ul>
IT Skills & knowledge	<ul style="list-style-type: none"> <li>• Experience of using an automated warehouse management system and scanners etc</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• F.L.T. Licence (Counter Balance/Reach)</li> </ul>
Potential Career Progression	<p>Possible next role/s.</p> <ul style="list-style-type: none"> <li>• Team Leader</li> </ul>