Job Description

Role: Warehouse & Fitters Assistant

Job Purpose: Responsibility for keeping our warehouse stocked, tidy and preparing stock for the fitter's daily schedule. There will also be the opportunity to assist the fitters on site in residential garages across the UK.

Skills / Qualifications Required:

- Working under supervision and on own initiative in stock-keeping, tidiness and efficiency
- A basic Health & Safety knowledge and ability to use tools would be an advantage
- Politeness to customers and general members of the public

Duties:

- Keep the warehouse and immediate surroundings clean and tidy
- Notify the office of any known shortages
- Prepare daily stock lists for the fitters
- Assemble units where needed
- Sort and pack shipment for couriers
- Clean the company van when at the warehouse
- On certain days go with the fitters to jobs and
    - Help them as instructed in any way
    - Put leaflets through letterboxes of neighbouring houses
    - Keep the site and van tidy so customers get the right impression
- Stay away overnight on certain larger fitting jobs (allowance and accommodation provided)
- Carry out any other office or warehouse tasks as requested.
- Must be sufficiently mobile to be at the warehouse if requested for early departure and late arrival back (ie. Independence)