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| **Job Title** | **Warehouse Op team member** |
| **Business Unit** | RESTORE TECHNOLOGY |
| **Department.** | Operations |
| **Location** | Bristol |
| **Reports to (direct)** | Site Manager |

###### MAIN PURPOSE OF JOB

Your job role will be varied and will include data entry of assets, the sorting and preparing of stock, including testing, recycling of them. You will work as part of a team that is motivated and has a strong focus on performance, safety and productivity.

###### KEY TASKS

1. Auditing all stock that comes in
2. Making daily economical and client based decisions to refurbish, destroy or recycle materials.
3. Ensuring that the correct amount of resource and materials are in place to ensure productivity and capacity are alligned
4. Continuing to work to system compliance.
5. To be proactive and work with wider site management to push productivity, compliance and business development of people

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

* Experience of working within a team setting.
* Able to work well as part of a team, communicate positive handovers to other team members.
* Ability to work accurately and methodically.
* Good numeracy and IT skills.
* Good communication skills.
* Ability to plan and organise work.
* Ability to accurately complete and cross match paperwork, create files and reports.
* An understanding of health and safety requirements.
* Flexible approach to duties and tasks.
* Good understanding of working to targets/goals.
* Good understanding of customer deliverables and the impact of failure / cost of poor quality.
* Experience of working within a warehouse setting previously, is desirable.

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**OTHER INFORMATION**

From time to time and dependent on customer requirements and location, you will be required to do additional jobs.

**COMPLIANCE RESPONSIBILITIES**

* Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems.
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager.

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

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| **APPROVALS:**  **Line Manager**  Name: ………………………………………………...  Signature:……………………………………  Date:…………………………………………… | **Post Holder**  Name: ……………………………..………………………..  Signature:…………………………………………  Date:……………………………………………… |

**The company reserve the right to amend or update this job description as the demands of the business develop.**

**Signed Job Description are to be returned to the HR Department and will be used as part of the Appraisal process**