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| **Job Title**  | *Relocation Operative*  |
| **Department:** | Oxford Operations |
| **Responsible to:** | Operations Manager |
| **Responsible for**: | Warehouse & Relocations |
| **Liaison with**: | Sales, Management team, Operations, Projects and Clients. |
| **Main Tasks and Responsibilities of Job:** |
| Moving/relocating/installing office furniture and other items internally, to new premises, recycling centres or via storage.* Promoting company core standards and values.
* Ensuring the safe loading and transportation of all furniture and effects.
* Ensuring the furnishing of extensive property protection to ensure delivery of service levels.
* Ensure working practices are safe and follow company best practice standards.
* Office removals or relocations.
* Taking goods into or out of storage.
* Large specialist projects such as moving hospital, laboratory, library or school equipment.
* Moving specialist fine art and furniture.
* Completing regular removals activities as and when required.
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| Skills and Experience |
| Qualifications* Educated to A Level or equivalent.
* CSCS Card (desirable)
* Asbestos Awareness (desirable)

Skills* Punctual.
* Hardworking.
* Comfortable working in a fast paced, physically demanding role
* Can deal with change.
* Proactively spot potential pitfalls and overcome.
* Polite, friendly manner and good communication skills.
* Careful and methodical approach to work.
* An honest and responsible attitude to other people's property.
* A strong team player but who can work on his or her own initiative
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| **Company Management**  |
| * Continually review internal and external administration procedures for improved efficiency.
* Investigate ways to ensure special treatment is given throughout the organisation to major accounts.
* Promote good communications at all levels within the division and be a catalyst for proactive improvement within the team as a whole.
* Work closely on a day to day basis with managers and other team members to ensure efficient communications between departments.
* Participate in the weekly review meeting with move team and management, be responsible for follow up actions as agreed.
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| **Standards:** |
| * Ensure that all members of the team dress and act to an appropriate standard to give visitors and clients the correct impression of a quality organisation.
* Ensure that Company property is maintained at the highest level and faults and defects are promptly reported.
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| **Health and Safety:** |
| * Ensure you always give clients and visitors the correct impression of a quality organisation. To further this aim, it is essential that company property under your control is maintained at the highest level. You need to be aware of your obligations under the health and safety at work act of 1974 and report any faults or defects promptly to your health and safety representative.
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| **Compliance Responsibilities** |
| * Adhere to all Company Policies and Procedures contained in the Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager
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| **General:** |
| * The above is not an exhaustive list of your duties and you will be expected to perform different tasks as become necessary towards achieving the overall business objectives of the organisation.
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| **Hours of Work:** |
| * Working to the needs of the business for a minimum of 45 hour across the week, which will include weekends or evenings.
* Moves between longer distances could involve overnight stays in lodgings or in a vehicle whether in the UK or oversea’s.
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Job Holder: …………………………………………….. Date: ……………………………….………

Manager: ……………………………………….……… Date: ……………………….……………..