

Job Description

Title: Yard Operative

Purpose: Day to day operations in the yard ensuring a professional customer experience

Line Management: Operations Director

Job Scope: The role is to accurately grade and prepare orders for despatch and assist with collection and delivery. Assist in any other production departments as required.

Responsibilities:

1. Increased turnover growth of the business

- Ensure all work instructions, processes and quality standards are met in line with ISO requirements
- Ensure order deadlines are met
- Ensure orders are fulfilled accurately
- Accurately grade orders for internal and external customers
- Effective and friendly liaison with internal and external customers

2. Improved net profit by operating efficiently

- Liaise daily with the department supervisor to ensure the smooth running of the department
- Maintain a high level of efficiency and quality control
- Minimise waste
- Efficient stock management
- Responsibility for ensuring all tools and equipment within the department are kept in good working order
- Ensure the yard is kept clean, safe and tidy at all times
- Be proactive and assist in the constant improvement of production through effective communication and procedures
- Ensure full and detailed servicing and maintenance records for all machinery in department

3. A knowledgeable, skilled and capable team

- Operation of fork lift trucks to a high standard whilst complying to H&S Policy
- Ensure Company Health & Safety Policy is adhered to at all times. Awareness of your own Health & Safety along with that of your colleagues with a responsibility to report any H&S issues that arise
- Effective teamworking
- Giving and receiving feedback to support continuous improvement within the department
- Ensure good timekeeping and attendance