

Job Description

Job title	Logistics Operative	Date 22/10/24
Reports to (title)	Logistics & Stores Supervisor	
Contract/Department	3363 – BAE North NMW	Revision 001
Location	AMF – Samlesbury	

Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide a professional and effective distribution and storage service in support of the contract's logistics operation. Receiving assets for storage, picking for distribution, and recording as per clients requirements

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Coordinate delivery and collection of parcels, packages, goods and other miscellaneous items including recording such items for future use, disposal and/or safe storage
- Confirmation of delivery / receipt of such goods in accordance with written instructions
- Operation of overhead crane – training available
- Demonstrate the safe operation of forklift trucks, electric-reach trucks and hand operated pallet trucks, flatbed trucks, tail-lift vehicles, and vans
- Conduct all work tasks in a safe, secure and clean manner, ensuring that contract and site rules and procedures are adhered to at all times
- Conduct general house-keeping tasks including up-keep of the client facilities, stores, yards and buildings
- Communicate with customers face-to-face and/or over the telephone to ensure a professional and polite service delivery
- Stock taking

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

Job Description

- B1 & B2 FLT qualifications required
- Banksman
- Reach preferable
- It is highly beneficial for candidates to be able to demonstrate a proven track record in a logistics and customer-facing environment
- An appreciation of health and safety in the workplace would put the candidate at a distinct advantage
- The post holder will be articulate and possess excellent communication skills. They will be able to display an ability to communicate to staff, colleagues and customers at all levels.
- The candidate will be able to demonstrate a capacity to work well within a team and show resilience when working under pressure
- The candidate will be adaptable and flexible and have a customer-focused approach to work
- Candidate must have experience on Microsoft excel and word, and have good IT skill to work on bespoke client systems – training available
- Ability to work closely, within a small, reactive, and flexible team.
- Must hold a full, clean driving licence
- Must pass site security clearance

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Line Manager Signature	Head of Operations
Print Name	Head of Operations / Logistics & Stores Supervisor
Date	22/10/24

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:

Job Description

<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	
------------------	--	-------------------------------	--	-----------------------------	--