**JOB DESCRIPTION**

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| **JOB TITLE:**  | Logistics and Warehouse Storeperson |
| **HOURS OF WORK:** | 37.5 Hrs Per Week  |
| **REPORTS TO:**  | Procurement and Stock Controller |
| **WORKING WITH:** | Logistics Team  |
| **DEPARTMENT:** | Procurement |
| **LOCATION:** | Guernsey |

## JOB PURPOSE

To work within the warehouse, ensuring stock arriving in the business is stored, controlled and recorded correctly covering both goods inwards and outbound.    In addition to this the applicant will be required to manage the vehicle fleet maintenance and insurance.

## MAIN DUTIES AND RESPONSIBILITIES

* Stock
	+ Ensure that all stock arriving in the business is stored, controlled, and recorded correctly on internal systems.
	+ Create purchase orders for stock lines when required.
	+ Manage stock checks in line with requirements
	+ Accountable for all stock movements to ensure that they are recorded accurately.
	+ Perform spot checks within the warehouse to ensure that stock is stored correctly and in the right location.
	+ Issue stock lines and service internal customers.
	+ Receive and record correctly Capital Project items and update project teams.
	+ Use internal IT systems to record, file and log.
	+ Be required to work at other Sure warehouse locations or 3rd party locations within Guernsey.
	+ Be required to work off site
	+ Manage any customers as required and directed.
	+ Chase suppliers for back-order deliveries that are late
	+ Approve supplier invoices for non-stock deliveries
* Logistics
	+ Complete any deliveries required within Guernsey.
	+ Manage and co-ordinate the shipping of goods out of Guernsey to Supplier locations or other Sure locations.
	+ Ensure that the correct cross charging for export charges is recorded correctly.
	+ Ensure export paperwork is completed correctly for outbound freight.
	+ Ensure that paperwork for inbound freight is filed recorded correctly.
	+ Ensure the warehouse is kept clean and tidy at all times.
	+ Accountable for the control and management of all recycling.
	+ Ensure that cable drums and cages are collected, removed as quickly as possible.
	+ Manage the vehicle fleet maintenance, insurance, insurance claims, disposals, and transfers.
	+ Manage the fresh fruit each day into the café.
* In addition, the person will be required to
	+ Drive a forklift.
	+ Be part of a small team.
	+ Perform any other duties as required and directed.

**In addition, the person will be required to:**

* Understand and comply with the licence and other regulatory rules applying to the position.
* Understand and comply with the Data Protection Law as it relates to the position
* Understand and comply with the Health and Safety responsibilities relevant to the role as defined in the Sure Safety Policy
* Work in accordance with the safety procedures and safe working policies of Sure
* Undertake appropriate security awareness training covering information security, data protection, financial crime and payment card data and comply with their information security responsibilities. This awareness training includes understanding of the incident reporting process to be followed in the event of the employee suspecting, causing, or discovering an information security incident.

Due to the nature of this position, the postholder must hold a satisfactoryBasic Police Disclosure. All disclosures of a criminal background are treated with the strictest confidence and checks will only be made in connection with suitability for a post and for no other purpose.

Convictions likely to be considered relevant to this post include dishonesty and those indicating a breach of trust, due to the security requirements of the role*.*

Please note that disclosure of a criminal record will not necessarily debar you from employment in this post – this will depend on the nature of the offence/s and the circumstances surrounding it/them.

**COMPANY VALUES**

* One Team
* Customer Driven
* Trust
* Simplicity

## SKILL REQUIREMENTS

* Essential
	+ Clean Driving Licence.
	+ Good computer skills in Microsoft office.
	+ Experience of using internal computer systems
	+ Experience within logistics or warehouse operations.
	+ Good telephone manner
* Desirable
	+ Health and Safety training.
	+ Forklift licence

**Personal/Behavioural attributes:**

* + Ability to work effectively within a small team
	+ Ability to work alone and be self-motivated
	+ Good time management skills.
	+ Ability to prioritise workloads.
	+ Have a professional proactive one-team approach.
	+ Be an outgoing service driven individual.
	+ Good communication skills.