



TAKAO EUROPE MANUFACTURING LIMITED

JOB DESCRIPTION

FORKLIFT ASSOCIATE

Accountabilities

- Despatching goods to the Customer
- Unloading and loading lorries
- Moving stock within tight deadlines
- Identify, scan stock labels and move parts so they are accessible to Production Operatives/Cell Team Leaders
- Locating stock internally and feeding to Cellular Areas
- Produce despatch notes using the MRP system.
- Work within a team to meet deadlines given

Skills, Experience & Qualifications

- Must have hold a counterbalance forklift licence for at least 2 years which is transferable from company to company
- Experience of working in a logistics/distribution or warehouse environment is desirable
- Ability to work at speed safely
- Previous experience of working as a team to achieve tight deadlines
- Must have good written and verbal communication skills.
- Must be self-motivated.
- Must be able flexible to work shift patterns and able to work overtime as and when required.

25 days holiday per annum (mostly fixed with plant shut downs)

Contributory pension scheme (after successful completion of 3 month probationary period)

£15.560 per annum basic (£17100 inc shift)

Shift Allowances (on evening = 20%)

Paid overtime (up to 1 ½ hours compulsory overtime depending on business need)

Sick pay (first 3 days are unpaid)

Free car parking

Rotating two shift pattern (0600-1450/16:20 - 01:05)