

JOB TITLE: Shed Hand

MAIN DUTIES/RESPONSIBILITIES

- Prepare and complete orders for delivery or pickup according to schedule, (load, pack, wrap, label, ship)
- Receive and process warehouse stock products, (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits,
- Keep a clean and safe working environment and optimise space utilization,
- Communicate and cooperate with supervisors and coworkers,
- Follow quality service standards and comply with procedures, rules and regulations,
- Keeping up to date on health and safety requirements and safe operating procedures,
- To carry out any lawful and reasonable direction from company management.

SKILLS & EXPERIENCE

- Ability to work long shifts in cramped, loud and potentially hazardous industrial environment,
- Ability to work well in a team with other staff, such as Pick Up Drivers or forklift drivers, to coordinate the movement of goods,
- Knowledge of warehouse health and safety requirements,
- Knowledge of industrial storage procedures, such as the correct way to stack pallets on top of one another,
- Good organisational and time management skills,
- Proficiency in inventory software, databases and systems,
- A minimum of 2 years of experience working in a warehouse, farm or on a construction site operating forklifts, heavy goods vehicles or other industrial machinery **or** 2 years of experience working in similar industrial settings, such as handling baggage at airports or unloading deliveries at supermarkets.

QUALIFICATIONS

- N/A

KEY ATTRIBUTES

- Strong safety-first mindset,
- High attention to detail,
- Professional presentation and hygiene standards,
- Reliable and responsible team member.

PERFORMANCE GOALS

- Zero workplace incidents
- Complete administration tasks on time
- Deal with clients, suppliers and other employees professionally at all times
- Ensure warehouse is clean and presentable at all times