

WE DISCOVER YOU CREATE



1. Job Title – FLT/Warehouse Operative

Do you have a passion for all things FLT/Warehouse Operative? Are you looking for your next step up? If so, please read on, this could be your best move ever.

2. Salary and Location

With an excellent starting salary package of **£20,280 per annum** with benefits including:

- Hours: 8:30am – 5:00pm Monday to Friday - **currently trialling early start/finish Friday (7:00am to 3:30pm)**
- Annual Leave – 22 days per annum, rising to 26 days within first 5 years of service
- Bank Holidays off
- Your birthday off (a gift from the business)
- Company Pension Scheme & Bupa Private Healthcare Scheme
- On-site parking at our new premises in Halebank House, Pickerings Road, Widnes WA8 8XW

3. Introduction (all about Silva)

Silva Timber Products specialises in wood cladding and has an exciting opportunity for an enthusiastic Administrator to join our dynamic and growing team. This permanent position is well suited to an individual that is looking to advance their career in administration service and beyond and gain hands-on experience in a thriving and supportive workplace.

4. Objectives

Based within the warehouse department, you will work closely with the Warehouse Supervisor in providing a hands-on, efficient, and professional service. This exciting position offers the opportunity to progress in the business. You will have the opportunity to make your mark and contribute fully as we continue to expand the warehouse team.

Previous experience in a similar warehouse role is essential as is the ability to work efficiently and multitask in a fast-paced environment. This is a physical role, and you will be required to be fully immersed within the warehouse environment. Flexibility is key, as is a strong work ethic and being an excellent team player.

Essential skill : valid counterbalance FLT licence

Desirable skill : valid combi lift (multi directional four way) truck licence

Every **“new set of eyes, brings a new set of ideas”**. High standards are expected and rewarded at Silva Timber.

5. Responsibilities (what you’ll be doing)

These include:

- Driving FLT (counterbalance)
- Complete daily checks on FLT
- Receiving and checking of goods inward
- Picking orders

silvatimber.co.uk | enquiries@silvatimber.co.uk | 0151 495 3111 | 020 8150 8055



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- Packing orders
- Despatching goods outward
- Checking goods outward
- Checking for damaged stock and reporting any damage to Warehouse Supervisor
- Health and Safety Management
- Ensure warehouse and yard is maintained and presentable on a daily basis
- Maintain stock and designated areas ensuring stock is stored and secured in the correct location
- Assist with regular stock take of all products and communicate restocking needs to the team
- Assist with installation and breaking down of show stands when required
- Be an active member of the team, providing a service to the business and be a “Champion” within an agreed process and assist in shaping the warehouse function moving forward

6. Requirements (Who are we looking for?)

- **A good team player**
- Driven with a positive mind-set
- Self-motivated
- Great communication skills
- Strong work ethic
- Be willing to learn
- Team focused
- Good understanding and ownership of tasks
- Ability to organise and prioritise
- A high level for attention to detail

7. About Silva

Silva is a motivating and supporting business who invest in all their staff. Our company has been trading for over 20 years and we will be celebrating our **21st birthday** in May of this year. We have experienced constant growth thanks to our amazing team of people.

We have a well-structured and friendly team and are proud of our excellent staff retention record. There is always room for promotion and we will be fully supportive as you progress in the business.

Our products are extremely high quality. Feel free to check out our website www.silvatimber.co.uk for yourself. We are often featured on TV shows and we exhibit at Trade Shows nationally. We cover the whole of the UK from two locations – Widnes in the North West and Harmondsworth in West London

We have recently moved to our new, much larger premises in Halebank, Widnes.

If you are looking for the next step on your career, why not send your CV to admin@silvatimber.co.uk and set up a confidential chat with Carol Galvin, Senior Administrator. We look forward to hearing from you as you take the next step in your journey.

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