

WE DISCOVER
YOU CREATE



Job Title – Delivery Driver / Warehouse Operative – Harmondsworth

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

Salary and Location

With an excellent salary package of **£24,000 per annum** and benefits including:

- Hours: 8:30am – 5:00pm Monday to Friday - **currently trialling early start/finish Friday (7:00am to 3:30pm)**
- 22 days holiday 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 premises in Harmondsworth UB7 0LB

Introduction

Silva Timber Products specialises in wood cladding and has an exciting opportunity for an enthusiastic Delivery Driver 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 and beyond and gain hands-on experience in a thriving and supportive workplace.

Objectives

Based within the warehouse department, you will work closely with the Warehouse Supervisor in providing a hands-on, efficient and professional delivery service. 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 delivery driver / warehouse operative role is essential as is the ability to work efficiently and multi-task 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, being an excellent team player.

Essential Skill: valid CPC licence

Desired Skill: valid FLT licence

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

Responsibilities (what you'll be doing)

These include:

- Driving 7.5 T company vehicle
- Completing and recording daily checks on company vehicle
- Completing and recording daily driving records

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



Registered Office: Halebank House, Pickerings Road,
Widnes, Cheshire, WA8 8XW
Registered in England and Wales No: 4626406
VAT Registration Number: 756 3271 21

WE DISCOVER YOU CREATE



- Cleaning of company vehicle
- Delivering and collecting goods
- Assisting warehouse staff in picking orders
- Despatching goods outward
- Checking goods outward
- Checking for damaged stock and reporting any damage to the Warehouse Supervisor
- Receiving, checking and counting of goods inward
- Picking orders
- Ensuring picked orders are stacked and packed correctly
- Ensuring delivery schedule documentation is checked and signed off on a daily basis
- Ensuring goods are checked and signed off on a daily basis (prior to leaving site)
- Ensuring company and quality standards are met
- Ensuring housekeeping is kept to a very high standard
- Driving the forklift truck (if not qualified, training will be provided)
- Assisting in maintaining stock area, ensuring all stock is stored in the correct area and secure
- Assisting with regular stock takes of all products and communicate restocking needs to the team
- Assisting in installation and dismantling of show stands when require
- Download and print off tachograph sheets every week
- Download card tachograph reader every week
- Sign in/out using tachograph portal on a daily basis
- Health and Safety awareness
- Be an active member of the team, providing a service to the business and be a “champion” within an agreed process, to assist and shape the warehouse function moving forward
- Additional duties as requested by management

Requirements (Who and what are we looking for?)

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

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



Registered Office: Halebank House, Pickerings Road,
Widnes, Cheshire, WA8 8XW
Registered in England and Wales No: 4626406
VAT Registration Number: 756 3271 21

WE DISCOVER YOU CREATE



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 celebrated our 21st anniversary in May 2021. 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.

We pride ourselves on supplying high quality, innovative and sophisticated timber solutions, hence our strapline **“We Discover, You Create”**.

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

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 one of our team. We look forward to hearing from you as you take the next step in your journey.

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



Registered Office: Halebank House, Pickerings Road,
Widnes, Cheshire, WA8 8XW
Registered in England and Wales No: 4626406
VAT Registration Number: 756 3271 21