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| **Job Title:** | Warehouse and Operations Assistant |
| **Reports Directly To:** | Alex Wright, Warehouse Team Leader |
| **Location:** | Shepton Mallet, Somerset |
| **Pay:** | £15,600pa |
| **Closing Date:** | 7 April 2017 |

**Purpose of the Position**

To assist the Warehouse Team Leader in the selection on hardwoods and softwoods to fulfil all Sales Orders with minimal waste and maximum efficiency. To be available to assist with additional work in the machine shop when required. In addition, a positive attitude towards learning about the timber industry and applying new knowledge to enhance your job role.

**Person**

A background in warehouse work would be beneficial, however full training will be given to the right candidate. Positivity towards learning and developing is extremely important.

**Salary**

The basic salary for the positon is £15,600pa.

**Benefits**

Timbersource is prepared to invest in the right candidate, offering continued professional development (CPD) courses where applicable to business needs, a workplace pension, and a diverse team that never works weekends or bank holidays!

**About Timbersource Limited**

As a leading timber supplier in the UK we recognise the importance of sustainability. In response to the global challenges presented by climate change issues, sustainable wood provides a natural and eco-friendly solution to many of the material resource problems we face today. Sustainable timber produced from well-managed sources is considered to be one of the planet’s most valuable resources. Timber is recyclable material that can be produced on a mass scale, to be used for a wide variety of different purposes.

Timbersource stock comes from sustainable forests, which are replanted after they are harvested. There are two main bodies of certification that ensure that companies that source wood do it from fully managed sustainable forests. These are The Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification schemes (PEFC). Timbersource holds both these certificates.

Timbersource is located at Quarry Way, Waterlip, Shepton Mallet, Somerset, BA4 4RN, United Kingdom. Since 2001, our warehousing capacity has increased to 340,000 cubic feet, along with our milling, production facilities and external space.

Whilst we are well known as a timber supplier to trade, we are happy to sell to members of the public.

Typically, we aim to supply and deliver our timber nationwide via our own fleet of vehicles or external couriers within 72 hours.

**Point of Contact**

Sam Franklin, Human Resources Manager  
[samfranklin@timbersource.co.uk](mailto:samfranklin@timbersource.co.uk)  
+44 (0) 1373 469905

If you have any questions involving this vacancy, please do not hesitate to get in contact.

**Job Description**

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| **Job Title** | Warehouse and Operations Assistant |
| **Department** | Operations Department, Warehouse Team |
| **Reporting To** | Alex Wright, Warehouse Team Leader |
| **Main Purpose of Job** | To assist the Warehouse Team Leader in the selection on hardwoods and softwoods to fulfil all Sales Orders with minimal waste and maximum efficiency. At times you may also be required to assist in the machining of orders to profile in our Machine Shop. |
| **Key Tasks** | * Selection of hardwoods and softwoods as required by Sales Orders. * Assisting customers in collection of their orders, including loading of vehicles. * Moving, and loading orders as required. |
| **Key Results/Objectives** | * Minimal wastage on all orders picked. * Maximum efficiency in all picking operations. * Ensuring customers have a positive experience at Timbersource. |

**Person Specification**

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| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  | * GCSE English and Maths |
| **Skills/Competencies** | * Computer literacy * Positive customer service | * Forklift licence/trained |
| **Knowledge** |  | * Timber industry |
| **Previous Experience** |  | * Warehouse experience |
| **Special Attributes** |  |  |
| **Personal Qualities** | * Self-motivated * Driven * Determined * Positive attitude * Good communicator |  |

**Please attach a copy of your CV, and email to** [samfranklin@timbersource.co.uk](mailto:samfranklin@timbersource.co.uk)**.**

**1. Personal Details**

|  |  |
| --- | --- |
| **Vacancy Applied for:** |  |
| **Surname:** |  |
| **First Names:** |  |
| **Address:** |  |
| **Contract Telephone:** |  |

**2. Education and Training**

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| --- | --- |
| **Education Establishments Attended (with dates):** |  |
| **Details and Results of Examinations:**  *Please include all examinations with grades and level (eg. GCSE).* |  |
| **Craft/Other Training/Qualifications:** |  |

**3. Employment History**

*Please note, no contact will be made with your current employer before a conditional offer of employment is made.*

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| --- | --- | --- |
| **Present/Previous Employer** | | |
| **Name:** |  |
| **Address:** |  |
| **Email Address:** |  |
| **Contact Telephone:** |  |
| **Your Job Title:** |  |
| **Duties:** |  |
| **Rate of Pay:** |  |

**Please tell us about other jobs you have done and the skills you have learnt:**

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**4. Personal Statement**

Please tell us why you applied for this job, and why you think you will be our best candidate.

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**5. Other Information**

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| --- | --- |
| **Do you consider yourself to have a disability?** | Yes  No |
| **Please tell us if there any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process:** |  |
| **Please tell us of any dates you are not available for interview:** |  |

**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my application being withdrawn or being dismissed from the Company in the event of employment.**

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| --- | --- | --- | --- |
| **Candidate** | | | |
| **Signature:** |  | **Date:** |  |
| **Name:** |  | | |