

## **JOB TITLE: Yard Foreman/Women**

**Reports to:** Distribution Manager    **Location:** Slinfold, Horsham, West Sussex

**Hours:** Monday to Friday 6.00am to 2.30pm with a 30-minute unpaid lunch break.

**Salary:** £28,600 to £31,000 per annum depending on experience

### **The Company:**

Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems. Here at Cordek Limited, we are looking for an individual to join our Distribution team who shares our Company values, Honesty, Communication and Respect.

### **Job Summary:**

We are looking for an experienced Yard Foreman/Women to join our team. The successful candidate would demonstrate their ability to get involved in improvement projects and working closely with the purchasing team to ensure stock accuracy and metrics are being met. We are currently working towards computerising the warehouse and with that in mind the successful candidate will be involved in this project. Experience of stock control systems is necessary for the role.

### **Responsibilities:**

- This job is physical and will involve some repetitive lifting and carrying
- Unloading inbound goods vehicles and checking delivery against purchase order
- Taking goods from production and ensuring they are stored ready for loading
- Assist with loading the drivers for afternoon/next day runs
- Oversee fuel deliveries as required
- Supervise the yard and ensure that visiting hauliers adhere to our site rules, for example, wearing the correct PPE in the yard and reporting any issues directly to the Distribution Manager
- Maintain housekeeping standards in the warehouse and yard
- Inputting the external transport details onto the relevant computerised portals (pallet network and parcel networks)
- Wrapping and packing goods for external transport adhering to the size and weight restrictions for the relevant provider
- Loading external vehicles and pallet/parcel network providers, ensure all paperwork is correct and sent out with the deliveries
- Oversight and management of a 300 pallet space warehouse. Reporting any anomalies to the Distribution Manager
- Security and maintenance of the stock with regular stock takes including regular, accurate, updates of stock records

### **Personal specification:**

- Good organisational skills and attention to detail with the ability to work under pressure
- Good level of numeracy and literacy is required for this role
- Good communication skills in written and spoken English
- To be flexible with working hours – overtime/shift work may be required.

### **Qualifications and experience:**

- Previous Supervisor experience required.
- Knowledge of Microsoft Excel, Word, and Outlook.
- Knowledge of health and safety regulations
- Experience in using computerised stock control systems or ERP
- Experience operating a forklift is essential
- Full UK Driving licence

**Rewards:**

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday
- Cycle to work scheme, save 25-39% on bikes & accessories
- Discounted gift cards, save up to 10%