

JOB TITLE: Yard Foreman

Reports to: Production Manager

Location: Slinfold, West Sussex

Hours: Two-week rotating shift pattern - 06:00 – 14:30 & 08:00 – 16:30 (40 hours per week)

Salary: £14.70 per hour

About Us:

Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to 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.

Role Summary:

Cordek are seeking an experienced and reliable Yard Foreman. You will be responsible for managing the warehouse team and all aspects of Cordek's warehousing operations, ensuring the safe, efficient handling, storage and dispatch of goods while maintaining high standards of safety, organisation and stock control.

Responsibilities:

- Unloading inbound goods vehicles and checking delivery against purchase order
 - Accepting goods from production and ensuring they are stored correctly ready for loading
 - Assisting with loading the drivers for afternoon/next day runs
 - 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
 - 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, ensuring all paperwork is correct and sent out with the deliveries
 - Security and maintenance of the stock with regular stock takes including regular, accurate, updates of stock records
 - This job is physical and will involve some repetitive lifting and carrying
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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
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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
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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)
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- 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%