POSITION DESCRIPTION

Role Title:	**Storeperson / Sales**
Reports To:	**Branch Manager**

PURPOSE OF THE ROLE
Coordinate inwards and outwards goods whilst maintaining accuracy and integrity of all documentation. Ensure the delivery vehicle and load is secure in a manner which complies with the law in order to deliver goods to the designated location in a timely and efficient manner. Develop and maintain a professional relationship with third party carriers, courier companies, and freight forwarders ensuring our brands reputation and values are portrayed.

KEY TASKS	DELIVERABLES
Driver Duties	• Ensure all documentation relating to vehicles, consignments and company records is completed accurately and on time • Operate the company vehicle in accordance with the Road Code and with the requirements of Health and Safety legislation • Ensure that loads are secured as required by Load Code regulations • Maintain knowledge of and comply with practical loading weights of vehicle • Assist branch team members by providing an efficient and planned delivery service to clients • Maintenance of vehicle to standards described in company policies • Report all accidents and incidents in accordance with statutory procedures • Report any vehicle fault immediately to the Branch Manager for maintenance.
Inwards/Outwards goods	• Maintain accurate documentation for all inwards and outwards goods • Accurately pick, pack and dispatch all outwards goods and transfers using approved freight providers, and processes in a timely manner • Keep inwards goods area clean and tidy - inside the warehouse and outside • Manage all inwards goods movements and follow through with any discrepancies that arise • Receipt goods in accordance with our policies and procedures • Raise a computer Purchase Receipt and produce a bar code label for all inwards goods • Label all inwards goods and place in correct stock location.
Stock control	• Assist with stock control as required by manager • Assist with stock takes.
Customer Focus	• Maintain courteous and friendly relationships with the company's clients • Professionally handle all customer inquiries when required for team members.
Team and Individual	• Participate in company in-store meetings and training programmes • Adhere to all company policies and procedures at all times

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Performance	• Perform any other ad hoc tasks that arise from time to time, as reasonably request by your manager.

KEY RELATIONSHIPS	
Internal • All Branch Team Members • Sales Support Teams • Regional Managers • Other Branch Team Members	**External** • Clients • Suppliers • Freight Companies • General Public

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES	
Customer Focus (Internal & External)	Effectively meets customers' requirements; builds productive customer relationships; takes responsibility for ensuring customer satisfaction
Initiates Action	Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive
Quality Orientation	Accurately checks processes and tasks to ensure a high standard of output; shows concern for all aspects of the job no matter how small
Managing the Job	Effectively manages multiple demands upon time to ensure tasks are completed on schedule
Builds Trust	Interacts with others in a way that gives them confidence in your intentions and those of the company
Contributes to Team Success	Actively participates as a member of a team to move the team towards the completion of goals
Innovate	Generates innovative solutions; explores different and novel ways to deal with problems and opportunities.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED
Experience / Knowledge • Basic keyboard skills and computer literacy • Prescribed driving skills and licences • Basic practical skills • Reasonable physical fitness

OCCUPATIONAL HEALTH & SAFETY

PHYSICAL CONSIDERATION
Corys Electrical is committed to ensuring that employees' health and safety is not compromised either by the work environment or by work process and procedures. The company makes every effort to – • Provide a safe and healthy work environment; and • Reduce the risk to employees arising from identified hazards. The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified. As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

ACTIVITY	HAZARD
Computing	• Use of computer monitor • Occupational overuse syndrome
Warehousing	• Stacked product/obstacles • Manual handling and lifting
Telephone use	• Cradling of receiver rather than using a headset
Transport/distribution operations	• Moving vehicles • Use of fork hoists