

MIKE WYE

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Job Description: Warehouse Operative

Employer: Mike Wye & Associates Ltd.

Place of employment: Buckland Filleigh Sawmills, Buckland Filleigh, Devon EX21 5RN

Background: Mike Wye are one of the UK's leading manufacturers and suppliers of traditional, sustainable and ecological building and decorating materials.

Remuneration (monthly): Permanent, full-time (40 hours per week). £21,840 per annum.

Main attributes

The post-holder will undertake strenuous work and should be hardworking, reliable and conscientious with good customer service skills. They must be able to work under their own initiative and as part of a close team.

The applicant should have previous experience and ideally be qualified to drive and operate a forklift truck. There will also be a requirement to operate a skid-steer loader (where full training will be provided).

Induction training will be given on all aspects of manual handling, health and safety and all aspects of the manufacturing and operational processes.

The applicant will need to have their own transport as the company is in a very rural location with no public transport.

Daily tasks will include:

- The manufacture of lime building and decorating products which includes the manual digging of raw materials.
- Safely and competently operating a skid steer loader as part of the manufacturing process and for bagging of specialist aggregates.
- Safety and competently operating a counterbalance forklift for a wide range of tasks.
- Liaising with the sales team for the processing of orders.
- Manually and mechanically preparing daily orders for collection by couriers, freight companies and for our own delivery vehicles.
- Loading collection vehicles.
- Assisting customers for collections.
- Any other duties that may reasonably be required during the working day.

The working hours are currently under review, but it is anticipated that the successful applicant will work 8 hours per day from 8.30 am to 4.30 pm, Monday to Friday.

Two paid breaks totalling 1 hour are included; a 20 minute morning break and a 40 minute break for lunch.

Full time employees are entitled to 25 days annual leave *plus* bank holidays.