

Job Description

Reference	Vacancy 335	Job Title	Logistics Apprentice
Department	Logistics	Hours of Work	37 Hours
Type of Contract	Employed	Contract Duration	Fixed Term
Reporting To:	Operations Logistics Manager		

JOB PROFILE

Overall Purpose and Aims of the Job Role

Due to our growth, we are looking for driven, enthusiastic and committed apprentices to join our business within various departments in order to invest in skilled employees. Each apprenticeship role will involve diverse and exciting daily tasks within a challenging environment – Your work will matter and be crucial to the business function. You will not only obtain recognised and formal qualifications on completion but also the experience for a successful, life long career within the sector.

This is an exciting opportunity for a Logistics Apprentice to join our expanding team. Your daily tasks will range from taking deliveries, checking goods, storing and moving to maintain stock, records and documentation. This role would suit an organised individual who would like to progress into planning and coordination.

Health & Safety Responsibilities

- To comply with the statutory provisions of the Health and Safety at Work Act 1974 and any Company policy in regards to health and safety including the wearing of PPE.
- To assist with accident investigations and to assist in putting measures in place to avoid repetitions.
- To assist with the completion of risk assessments.
- To ensure all employees have access to a safe working environment and company health and safety policy is applied including the enforcement of PPE
- To maintain a good level of housekeeping

Key Tasks – Roles & Responsibilities

This daily tasks of this role will include:

- Maintaining stock levels
- Assisting with achievement of KPI's in relation to stock levels, supplier performance and customer satisfaction
- Replenishing and reorder stock in business requirements and to required deadlines
- COSHH assessments (Chemical storage)
- Collating and maintaining a stock database which is accessible to management including manufacturing and project management.
- Delivering goods to areas of business as required by project works
- Communicating with internal and external customers
- Maintaining a clean, tidy and safe working environment
- Following Company Health & Safety procedures
- Ad-hoc duties as required

PERSON SPECIFICATION

Technical/IT and Educational Requirements

Essential	Desirable
<ul style="list-style-type: none"> • 5 GCSE'S Grades A*- C (or equivalent) • Minimum GCSE Grade C (or equivalent) in Maths & English Language • Knowledge of Microsoft Packages 	<ul style="list-style-type: none"> • An IT Qualification is an advantage but not essential

Competencies

Essential level of competency	Desirable level of competency
<ul style="list-style-type: none"> • An interest in manufacturing or automotive logistics • Ability to use initiative to problem solve and think outside of the box • Analytical and process driven • Motivated and committed individual • Excellent communication skills • Organisation skills • Ability to work as part of a team • Good time keeping • Strong work ethic • Positive, can-do attitude 	<ul style="list-style-type: none"> • N/A

Company Requirements

<p>Processes</p> <ul style="list-style-type: none"> • To follow Company policies • To ensure that confidentiality and data protection is respected and maintained at all times. • To ensure Company waste management and environment policies are followed. <p>General</p> <ul style="list-style-type: none"> • To perform any other duty as directed by line management which is safe to complete and you have appropriate knowledge to carry out. • The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time.

Other

<ul style="list-style-type: none"> • In order to be considered for this role candidates must be able to prove eligibility to work in the UK • CAD CAM Automotive is an equal opportunity employer

If you are interested in applying for this role please submit a copy of your CV and cover letter to HR@cad-cam-automotive.co.uk