**VACANCY**

**WAREHOUSE/FORKLIFT DRIVER**

PFF Packaging Group are a well-established medium sized manufacturing company with sites based in Keighley and Sedgefield. The company manufacture plastic packaging mainly for the food industry and have extrusion, thermoforming, in-mould labelling and printing machines. We are the largest independent company in our field and have a growing product base which is supplied to various retailers throughout the UK.

Due to a number of changes within the Group, including an investment in increasing the number of machines within our Sedgefield site, we have a vacancy for a forklift/warehouseman role.

**Main Purpose:** Operate powered industrial trucks to load and unload materials and deliveries and move them to and from storage areas and production areas. To achieve maximum efficiency and offer optimum customer service.

**Main Duties and Responsibilities:**

1. To ensure all goods are picked and checked accurately and in a timely fashion in line with company procedures.

2. To ensure all equipment is correctly used and regular inspections are carried out and properly maintained and recorded.

3. Ensure all stock removed from production is re-wrapped before storing in warehouse.

4. To take due care and attention when loading and unloading vehicles.

5. Determine appropriate places for storage assuring that stocking and stacking conforms to safety procedures and product protection requirements.

6. To ensure all raw materials required for production are delivered on time.

7. Place picked goods in relevant marshalling lanes/ship docks.

8. To ensure all paperwork for both incoming and outgoing product are completed correctly, signed and dated.

9. To ensure all required data is input accurately into the IT systems.

10. To report any issues with incoming product immediately and make note on delivery notes if applicable.

11. To ensure the warehouse is kept clean and tidy at all time.

12. Participate in monthly stock take.

**Requirements:**

· **Warehouse/Forklift role would be 19pm to 7am permanently on a 3 on 3 off basis**

· Had experience or willing to work in a fast-paced food packaging factory environment

Current Counter Balance certificate essential

**Personal attributes**:

· Strong work ethic, must want to do tasks and understand their value.

· Reliable, general timekeeping and honesty, working unsupervised.

· Adaptable over a broad range of work.

· Motivated to take on new areas of work and learn new skills.

· Attention to detail, data accuracy and a ‘right first time’ approach.

· Willingness to embrace change and continuous improvement.

**Salary:**

Start £10.50 (while on dayshift), then £11.10 (£24,242) once moved onto permanent nightshift.

Overtime is paid at 1.25 rate.

Holidays 24 days inclusive bank holidays

**Benefits :**

Auto-enrolment Royal London Pension after 3 months (5% employee & 3% employer)

Healthshield plan covering dental, optical, physio after 6 months

Life Assurance 1 x Basic salary after 6 months

On site parking

Free uniform and PPE

Free hot drinks available during break periods

**Job Type:**

Full-time, Permanent