

# Job Description

Ummah Welfare Trust | +44 (0)1204 383 732



Reg. Charity No. 1000851

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|------------------------|--|
| <b>Post:</b>           | Warehouse Operative                            |
| <b>Status:</b>         | Full-time (based at the head office in Bolton) |
| <b>Hours:</b>          | 37.5 hours a week                              |
| <b>Responsible to:</b> | Relief & Development Manager                   |
| <b>Salary:</b>         | National Living Wage                           |

Ummah Welfare Trust is looking for a hard-working Warehouse staff member to support the charity's Aid container goods services (overseas). You will help to ensure that warehouse processes run smoothly and that goods collected are prepared and dispatched on time.

## Principal Duties and Responsibilities

- Ensure efficient loading and unloading of goods from vehicles into and from the warehouse.
- Loading/unloading of all stock and moving it around the warehouse.
- To sort donated goods and pack them ready for shipments
- Keep stock control systems up to date and make sure inventories are accurate.
- Maintain standards of health and safety, hygiene and security in the work environment.
- At all times maintain a high standard of housekeeping in the warehouse as well as its surroundings including any storage areas.
- Respond to and deal with customer communication by email and telephone.
- Drive a van around the country to pick up donated stock.
- Undertake other ad hoc duties as commensurate with the role.

## Qualifications and Experience

- Hold a current UK driving licence and have experience to drive a van.
- Able to lift heavy loads for sustained periods.
- Ability to work under pressure and to tight deadlines.
- Capable of dealing with high volume of stock and warehouse operations.
- Ability to manoeuvre stock by hand.
- Ability to drive a forklift truck (desirable)
- Strong communicator.
- Takes pride in delivering an excellent service.

To apply for this role, please email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org). You can also email for further information.

The closing date for applications is **31<sup>st</sup> December 2018**, although the position may closed sooner if the right candidate is found.