

Loading Bay Operative

Job Purpose

We are seeking a proactive individual to provide loading bay management based within one of our trophy buildings in Fitzrovia

The successful candidate will be responsible for managing the unloading and loading of vehicles along with the sorting and moving packages.

You will be self-motivated and confident in your communications to provide a high level of customer service at all times.

This is a full-time role, working Monday – Friday 07.00 – 19.00hrs

We offer a competitive rate of pay and you will be entitled to 28 days holiday per annum including bank holidays.

Key Responsibilities

- Managing the operation of the 4 bays and manual loading of goods
- Ensure site rules and procedures are adhered to at all times
- CCTV monitoring
- Management of the loading bay booking system
- Comply with site health and safety regulations at all times
- Traffic marshal/management to ensure protocols and delivery time slots are adhered to
- Provide a high level of customer service at all times
- Ensuring that no un-authorized persons are permitted in prohibited areas
- Ensure site PPE procedures are being followed
- Ensure pedestrian safe route is followed at all times
- Anticipate and action client requirements in a professional manner
- Maintain a high security awareness at all times

Person Specification

- Professional, enthusiastic, psychically fit, self-motivated and a team player
- Previous loading bay experience
- Banksman trained
- CSCS card (working in construction) is beneficial
- Good accuracy and organisation skills
- Ability to work independently with confidence, using own initiative as required
- Clear, concise and confident communication skills
- Have an acute sense of security awareness
- SIA/CCTV Licence

