

Job Description

Warehouse & Stores Person

We're looking for a reliable and hardworking person to join our team as a Warehouse & Stores Person.

This is a varied, hands-on role where no two days are the same. You'll be helping to keep our warehouse organised, preparing materials for our flooring fitters, serving customers collecting products, and helping to keep our showroom looking its best.

Full training can be provided for the right person. A positive attitude, good organisation skills, and a willingness to get stuck in are more important than having previous flooring experience.

What You'll Be Doing

In The Warehouse

- Receiving deliveries and checking goods as they arrive.
- Organising stock and keeping the warehouse tidy and easy to work in.
- Storing customer orders ready for future fitting dates.
- Making sure products are clearly labelled and easy to find.
- Preparing materials for our fitting teams using job sheets.
- Loading and unloading stock safely.
- Using a forklift (training can be provided if needed).
- Helping to keep the warehouse safe, clean, and organised.

Practical Tasks

- Measuring and cutting carpets, vinyl flooring, and matting.
- Preparing customer orders for collection, delivery, or installation.
- Helping customers who are collecting products.
- Moving and handling flooring materials.
- Supporting the rest of the team with day-to-day tasks.

Showroom & Customer Areas

- Keeping the showroom clean, tidy, and welcoming.
- Looking after flooring displays and sample stands.
- Making sure customers have a positive experience when visiting us.

Paperwork & Organisation

- Checking delivery paperwork.
- Recording stock and goods received.
- Labelling customer orders correctly.
- Keeping records organised and up to date.
- Working with office staff and fitters to make sure everything is ready when needed.

Job Description – Warehouse & Stores Person (Continued)

What We're Looking For

- Someone who is reliable and turns up ready to work.
- A practical person who enjoys hands-on work.
- Good organisational skills and attention to detail.
- Someone who can work on their own and as part of a team.
- Friendly and helpful with customers and colleagues.
- Able to handle rolls of carpet and other flooring products safely.

It Would Be Great If You Have

- Warehouse, retail, trade, or stock control experience.
- Forklift experience.
- Experience working in flooring, construction, or a builders' merchant.
- Basic computer skills.
- A driving licence (helpful but not essential).

Why Join Us?

- Full-time, permanent role.
- Friendly and supportive team.
- Varied work with plenty to keep you busy.
- Opportunity to learn new skills and gain experience.
- Be part of a well-established local business.

If you're organised, practical, and enjoy keeping things running smoothly, we'd love to hear from you.