

Position Summary:		
Position Title	Warehouse Assistant	
Position No.		
Function	Total Dk	
Location	Copenhagen	
Reports to	Sales & Finance Director	
No. direct reports	0	
This PD was last reviewed by:	HR Manager	
Purpose:		
Safely manage the storage and safekeeping of our products, ensuring receipt of incoming goods and dispatching orders within the required due dates , in accordance with Company policies and operating procedures and DK Legislations.		
Expertise	Essential	Desirable
Experience/ Knowledge		
<ul style="list-style-type: none"> NCEA L1 Experience in receipt and dispatch 		X X
Qualifications		
<ul style="list-style-type: none"> Full drivers licence 	X	X
Skills / Abilities		
<ul style="list-style-type: none"> A good level of physical fitness Able to work quickly and methodically Good organisational skills Basic computer skills A safety-conscious attitude to work 	X X X X X	

Decision Making Authority & Mandatory Obligations	
Decision Making	<ul style="list-style-type: none"> Act in accordance with any delegations for this role
Ethics & Compliance	<ul style="list-style-type: none"> Acknowledge, understand and comply with the Code of Conduct and comply with all Company Policies and Procedures
Operations	<ul style="list-style-type: none"> Receiving, checking, recording, organising and storing stock as it is received. Taking inventories of stock and products, ensuring that they are safely and properly stored. Dispatching and loading goods out of the warehouse as they fall due Preparation of orders including, cutting, packing, sorting Assisting any customers that visit Taking note of damaged or returned products Use supply chain software to optimise operations On occasions, the employee may be required to fulfil tasks outside their job description due to unforeseen circumstances.

Safety	<ul style="list-style-type: none"> • Comply with all national, legal and all other stakeholder’s regulation, procedures and expectations. This includes Soil & Building Code of Conduct. • Reports on safety near misses and incidents that occur within the yard and where required investigates and support improvement of safety performance. • Always wears florescent clothing when working on site. • The employee must wear correct PPE / Uniform required for their job description • The employee must either attend a weekly toolbox meeting or read and sign the toolbox circulated around the office and record in. 	
Values	<ul style="list-style-type: none"> • Lead by example and live the Soil & Building values. (refer to annexure 1) 	
Risk Management	<ul style="list-style-type: none"> • Promote the use of risk-based thinking and ensure risk management practices are utilised. 	
Leadership and Culture	<ul style="list-style-type: none"> • Through personal example, create and sustain a high performing, positive culture across Soil & Building that enables employees to achieve full individual potential through positive leadership. 	
Acknowledgement		
I acknowledge I have read and understand the requirements and expectations of this position. I will carry out the position to the very best of my ability. I accept the responsibilities of the position as outlined above.		
Employee Name:	Signature:	Date: