**Logistics Assistant**

Reporting to the Operations Manager you will contribute towards the smooth running of our deliveries, collections and disposal of waste.

This role has broad duties, you will be expected to cover all aspects as described below, requiring you to be flexible and adaptable as each day, the focus of your role may be different.

**Job Description**

**Core Duties**

* Accepting donated items from members of the public, ensuring that those items are stored securely and safely in the warehouse.
* Support the Logistics Supervisor in ensuring a clean, tidy and safe environment
* Loading items on to vehicles, stacking safely and avoiding damage to donated items, as well as unloading safely to the warehouse and Superstore
* Supporting volunteers with their tasks in the warehouse
* Drive Horsham Matters vehicles, reporting any vehicle issues to the Operations Manager (Appropriate driving License holders only)
* Providing excellent customer service when delivering and collecting goods
* Recording all mileage as required
* Taking collection charges as required, providing the customer with a receipt
* Disposing of items which the Charity is unable to use in a safe and orderly manner.
* Adhering to refuse categorisation and the health and safety requirements of the Council Waste and Recycling sites.

**Additional Duties**

* Undertaking any other relevant logistics tasks given by the Operations

Manager.

* Maximising gift aid opportunities
* You may be required from time to time to work in the Superstore

**Person Specification**

**Experience**

**Desirable**

* Previous experience of working in a warehouse or transport environment
* Experience of working in the charity sector
* Experience of customer service roles

**Key Skills**

* Physically able to move donations, manual handling training will be provided
* Able to work constructively as a member of a team
* Able to work under pressure

**Personal attributes**

* Able to support the aims and objectives of Horsham Matters
* Empathy with those who are struggling
* Enjoy working with other people and support diversity and equality of opportunity
* A genuine interest in the voluntary sector
* A willingness to persevere in difficult situations

**The role will be deployed over 5 days a week, Monday to Saturday.**

**The successful applicant must have a valid clean driving licence.**