



Suppliers of Machinery, Service, Consumables and Mylar

Warehouse & Workshop Assistant

Part Time – Permanent – 30 hours per week (with half an hour lunch break per day)

Mon – Thurs 9.30am – 4.00pm

Fri 7.30am – 2.00pm

Salary: £ Minimum Wage, dependent on experience and transferable skills of the successful candidate.
To be reviewed after 3 months, subject to performance.

How to apply: please send your CV with a covering email to explain your current position and availability, both for interview and in terms of start date, to our Office Manager Joanne Feaster (joanne@tftltd.co.uk)

TTF Ltd specialise in high frequency, ultrasonic and heat welding equipment for sealing flexible plastics.

Established in 1994, we are the leading supplier of high frequency plastic welding machinery, tooling, service, parts and consumables in the UK. Our customer base expands worldwide across a wide range of industries.

Please see our website www.tftltd.co.uk for more insight into our work and the existing team.

Benefits: Company pension scheme (NEST), on-site parking, occasional company social and/or team building off-site events.

Location: Our workshop/warehouse base is LS12, Leeds, West Yorkshire.

Holiday: Full-time equivalent (FTE) 21 days per annum (January to December) + England Bank Holidays

TTF's holiday year runs January to December and 5 days are retained to cover an extended Christmas and New Year closure period. Time in lieu is available to supplement annual leave, up to 3 days per annum.

Overtime: overtime, if required, will also be paid. Typically overtime is worked Monday to Friday, at single time/pay. Very occasionally, time and a half pay for Saturdays and double time pay for Sundays/Bank holidays will be available, only ever by prior agreement of the individual employee.

Informal chat/questions: to discuss the role or ask any questions, please contact our Warehouse Coordinator – David Smith – on 0113 263 3359, or service@tftltd.co.uk

THE ROLE

We are currently seeking to employ a Warehouse & Workshop Assistant to join our small, thriving, friendly business in our busy headquarters on the outskirts of Leeds.

The successful candidate will assist in the smooth running of our Warehouse and Workshop operations and will receive training on the job.

This is a varied and interesting role to support the ongoing growth and demand of our business.

Indicative areas of responsibilities and likely tasks

- Responsible for keeping workshop & warehouse area clean and tidy.
- Unloading and loading vehicles when goods arrive both manually
- Preparing products and equipment for shipment.
- Assisting to maintain stores levels.
- Assisting to maintain levels of consumable engineering items in the workshop.
- Assisting engineers in the workshop.
- Assisting with facilities, housekeeping and other general tasks.
- Following workplace health and safety rules when handling goods
- Ensuring efficient operations by adhering to operational procedures, rules and schedules

Potential future tasks, subject to satisfactory completion of appropriate training/licenses:

- Using Forklift truck for loading and unloading vehicles and movement of stock within the warehouse
- Collecting parts from suppliers (using company vehicle)

THE CANDIDATE

Skills, Experience & Attributes

Essential

- Reasonable level of fitness
- Good command of the English language
- Good communication and interpersonal skills
- Numerical literacy and close attention to detail
- Ability to work autonomously, take ownership and use own initiative
- Ability to multi-task, be flexible and adaptable to change in a varied, fast-paced environment
- Keen team player, but also comfortable working in isolation
- Efficient and strong work ethic
- Well presented, responsible, dependable, diligent, reliable and trustworthy
- Ability to get along with the rest of the TTF team, a good sense of humour will help!

Desirable

- Immediate availability
- Experience working in a workshop / warehouse environment or a similar role
- Maths & English GCSE
- Relevant vocational qualification
- Full UK manual driving licence (clean ideally but no more than 3 points)
- FLT Licence