

Warehouse Agent

Reports To:	Operations Manager
Station:	549/550
Location:	London Heathrow
Work Pattern:	4 on, 4 off (12 hour or 8 hour shift)

Main Job Objective

Provide a service to meet customers' requirements. Moving loads and freight whilst following all security and safety regulations. Working in a time sensitive environment, dealing with multiple customers and meeting deadlines.

Job Responsibilities

- Load and off-load freight from and onto vehicles.
- Place and retrieve freight in and from storage areas.
- Build cargo onto aircraft units to airline specifications.
- Complete documentation to record details and movement of freight, mail, and equipment.
- Complete necessary checks on Imports/Exports to ensure company and Customer requirements are being met.
- Build and break down pallets.
- Record and process cargo documents using handheld technology.
- Work as part of a team to tight deadlines

Requirements

- Good written and verbal communication skills.
- Hold a full driving license.
- Basic IT skills.
- Forklift experience is desirable.
- Manual handling of heavy goods.
- 5-year full working history and eligibility to work in the UK, for referencing and Criminal Record Checks (CRC) vetting.

Safety & Security Responsibilities

- In any role at WFS, employees are the eyes and ears of the business and must report any safety and security concerns or suspicious behaviour.
- Ensure site access control is protected and no unescorted visitors are on site.
- Ensure the security integrity of cargo is always protected.
- Ensure all security documentation is fully compliant.

Our Values

- **Focus on Customers**
 - We work proactively with our customers request and our customers' customers to make sure we deliver what we have contracted to deliver. Without our customers, there is no WFS.
- **Integrity**
 - We treat our people & stakeholders with respect and care building trust via open, honest and straightforward communication. We always operate within the boundaries of our code of conduct and ethics policies.
- **Responsibility**
 - We do our jobs well, being accountable for our actions and taking responsibility for our work and those around us. We lead by example.
- **Safety & Security**
 - We sincerely believe that safety & security is our number one priority at all times. We will do what we are trained to do, we will never take short-cuts and we will always speak up where we see compromises being taken.
- **Teamwork**
 - We all work as part of a team, enjoying what we do, collaborating with our colleagues and relying on their expertise to make a valuable contribution to WFS.