

# JOB VACANCY: GENERAL OPERATIVE

We are recruiting for a General Operative to ensure all vehicles are washed and valeted where required to a high standard and to maintain the yard cleanliness, carrying out any minor jobs that are required.

**LOCATION:** Liverpool Transport Depot.

**WORKING HOURS:** 43.75 hours per week, 07:45 - 17:00 Monday to Friday.

**CONTRACT TYPE:** Permanent

## KEY RESPONSIBILITIES:

- Washing and valeting HGV vehicles, company vans and cars
- Keeping the yard clean and tidy
- Collecting parts as and when needed
- Completing local trips to collect drivers
- Assisting drivers and workshop staff with various duties eg retorque wheels etc
- Completing Banksman training for site
- Ensuring wash facility is kept clean and tidy at all times
- Making written and/or verbal reports to line managers as required
- Attending progress meetings with line managers as and when required
- Carrying out any additional duties that may be reasonably requested from time to time
- Complying with company policy and procedures as defined in the Employee Manual and the post holder's terms of employment

## KEY COMPETENCIES:

- Ability to work as part of a team
- Ability to work on own initiative
- Excellent time management and organisational skills
- Excellent time keeping and attendance
- A flexible approach including the willingness to work outside normal working hours as and when required
- Ability to manage tasks and meet deadlines
- An analytical, problem solving approach
- IT literate with the ability to use a range of packages applicable to the role, including Microsoft Word, Excel and Outlook (emails)
- Full UK driving licence
- Excellent communication skills, both verbal and written

## DESIRABLE SKILLS

- Forklift truck licence
- Proven track record or working in a comparable role

**APPLICATIONS:**

Please either complete an [application form](#) or email your CV and covering letter to: [recruitment@s-norton.com](mailto:recruitment@s-norton.com)

Alternatively, please post your covering letter and CV to:

HR Department, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

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NO AGENCIES PLEASE.