



# JOB ADVERT

## Workshop & Site Operative

### About SALTWOOD build

We are registered builders and joiners who love creating functional and inspiring spaces. Based in Stawell, near the beautiful Grampians, with a team of qualified local tradies, we build kitchens, bathrooms, bedroom and homes. Providing a challenging and stimulating work environment, SALTWOOD is a family business with a friendly culture. We believe the strength of the team is greater than the sum of its individual members.

### Purpose of Job:

To help in the smooth operation of SALTWOOD's workshop and sites.

### Responsibilities & Tasks:

- Demolition onsite before building starts
- Use the forklift to load and off-load deliveries and finished joinery
- Manage the goods-in / out
- Prep for outward deliveries, labelling and packaging with care
- Manage storage in workshop and keep well organised.
- Follow stock control procedures, produce stock take and reorder as required
- Prepare the materials required for each job
- Wrapping joinery products ready for delivery
- Final clean and polish of finished projects onsite for hand over to the client.
- Responsible for housekeeping & maintenance.
- Machines, tools, vehicles and equipment maintenance and care
- Drive van and trailers and make deliveries as and when required to site.

### Key skills:

- Experience as a Forklift Truck Operator
- Stock control experience
- Cleaning to a high standard
- Effective communication skills, good time management
- Self-motivated and proactive with an enthusiastic work ethic
- You must be flexible, hardworking and quality conscious
- Should have some experience / knowledge of computer basics

### Qualifications:

Clean full driver's license – Essential  
Forklift licence – Preferred but not essential.  
Equipment maintenance experience a bonus

### Package:

Competitive salary (depending on experience)  
All tools, uniform, PPE and training will be provided as required