



## **SIK YUEN LIMITED**

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### **Job Description**

**Job Title** Wholesale Helper

**Reporting to** Wholesale Driver

**Purpose** Load and unload goods in a safe and efficient manner from one location to another and assisting driver.

### **Principal Accountabilities**

- Pick up items from warehouses and ensure quantities and products tally with invoices.
- Load items onto the van and ensuring that they are stacked properly
- Ensure that the van door is locked correctly post loading
- Assisting driver in maneuvering vehicle by signaling potential dangers etc.
- Unloading of items
- Check the van periodically to make sure that all is in good working order
- Perform general checks and scheduled maintenance on the van

### **Experience and Skills**

- Literate and numerate
- Honesty and Integrity
- Good physical fitness
- Able to work closely with others;
- Understand written and oral direction and communicate effectively with others;
- Able to follow directions and effectively perform the work
- Food handler's certificate