

JOB DESCRIPTION



Warehouse Operator.

Department: Warehouse and Logistics.

Reports to: Materials Supervisor.

This role will suit someone who is a hardworking and self-motivated individual who enjoys working systematically and productively and who can adapt to various roles – key to enabling the supply chain run smoothly

ROLE DESCRIPTION:

- Responsible for:
- The transport & deliveries between various company warehouses
- Packing orders accurately and loading goods for dispatching.
- Reading packing slips, organizing products, and neatly packing orders in boxes.
- Receiving all deliveries and checking the goods received.
- Liaising with purchasing about deliveries and discrepancies in stock.
- Picking and delivering goods by using a forklift from the store and delivering to the relevant department.
- Responsible for all paperwork relating to the receiving and dispatching of goods.
- Picking kits as required for shop floor and subcontract Production
- Other duties as assigned by Supervisor.

SKILLS / EXPERIENCE REQUIRED:

- Full, clean car/van license (Category B)
- Previous relevant experience is preferable.
- Must be Fluent in English.
- Must be licenced to operate counterbalance forklift.
- Computer Literacy & numeracy skills essential for the role.
- Ability to meet the physical demands of the job.
- Respects and complies with all health and safety at work standard including manual handling
- Manual handling training certificate.
- Self-motivated, Flexible and willing to take on a variety of tasks.
- Team player who is Reliable and dependable.
- Good organisational skills.
- Working knowledge of MS Office packages & experience of working with other inventory management systems desirable.