



JOB SPECIFICATION

Warehouse Operative - Store Person

The right candidate should be able to work in a busy, physically demanding role dealing with all aspects of warehouse stores including good organisational and planning skills. This role would suit someone who looking for a new challenge, attention to detail, enthusiastic together with a positive “can do” attitude.

Duties and Responsibilities

- Booking in stock.
- Labelling and packing of stock.
- Liaise with quality control in regards returned stock.
- Stock bar coding both in and out.
- Making up kit's ready for dispatch.
- Handling of all in bound and outgoing goods and materials of the warehouse.
- Tagging , labelling, and stocking of all supplies of the warehouse.
- Efficiently completing all activities delegated by the warehouse manager.
- Loading and unloading of Lorries.
- Maintaining tidiness and cleanliness of the warehouse.
- Organising the stocking and correct storage of goods and materials.
- Coordinating all work functions with co-workers, transporters and other organisational departments
- Maintaining cycle count of all warehouse inventories and reporting discrepancies to the supervising Manager.
- Conducting regular checks and maintenance function of all the warehouse machinery including forklifts etc.

Skills and Specifications

- Should be physically fit and have the ability to lift heavy materials.
- Have the ability to competently and effectively manage time and complete assigned work.
- Must be a team player and have the ability to coordinate with fellow workers.
- Good numeracy skills.

Qualification

- Experience of working in a warehouse and forklift licence (counterbalance).
- Knowledge of bar coding preferred but not essential

Closing date – 19th February 2016