



## JOB SPECIFICATION

### Warehouse Operative

The right candidate should be able to work in a busy, physically demanding role dealing with all aspects of warehouse work including, picking orders, dealing with queries, processing incoming and outgoing stock. Due to our business as an Aluminium house being quite a specialised industry, the job will require proficiency in completing delegated tasks and handling merchandise but in return be a worthwhile and satisfying job.

### Duties and Responsibilities

Liaise with quality control with returned stock.

The bar coding of stock, in and out.

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 proper 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 like forklifts etc.

**Closing Date: 19th February 2016**

## Skills and Specifications

Should be physically fit and have the ability to lift heavy materials.

Should have the ability to competently and effectively manage time and complete assigned work.

Should be a team player and have the ability to coordinate with fellow workers.

Good numeracy skills.

## Qualification

Working in a warehouse and forklift licence.

Knowledge of bar coding would be good but not essential.