



## **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

### **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.

### **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 with the ability to communicate effectively with fellow workers.

Good numeracy skills.

### **Experience/Qualifications:**

Experience of working in a warehouse and hold forklift licence.

**Closing Date: 23rd February 2018**