



Warehouse Operative

| <p>Role Description:</p> <p>To pick, pre-assemble and pack customers consignments, and dispatch to meet customer deadlines. To undertake general warehouse & administrative duties associated with the warehouse function.</p> <p>Responsible to: Assistant Distribution Manager</p> | |
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| <p>In this role you will be expected to provide the company with an efficient warehouse operation to meet the demands of the company and its customers whilst maintaining a safe working environment.</p> | |
| Key Responsibilities | Activities |
| <i>Pre-Assembly</i> | <ul style="list-style-type: none"> • Pre-assembling components into assemblies. • Ensuring that assemblies are made correct to the requirement. • Ensuring adequate stock levels are maintained, reporting deficiencies to the Manager. |
| <i>Packing</i> | <ul style="list-style-type: none"> • Moving pre-assembled work into the appropriate picking area. • Pack & check consignments when required/rota. |
| <i>Consignments</i> | <ul style="list-style-type: none"> • Prioritising. Picking and packing customer consignments. • Print out delivery requirements using computerised dispatch system. • Dispatch consignments onto carrier companies. |
| <i>Returns</i> | <ul style="list-style-type: none"> • Ensure customer returns are processed within 3 days of receipt. • Ensure vendor returns are actioned. |
| <i>Stock Take</i> | <ul style="list-style-type: none"> • Help carry out monthly stock checks. • Help carry out 2 stock audits (over 2 weekends) yearly. • Keeping the warehouse & stock locations tidy so components can be counted easily. |
| <i>General Duties</i> | <ul style="list-style-type: none"> • Receiving and checking off deliveries, using MHE when required. • Ensure stock is rotated on receipt. • Undertake FLT daily checks. • Deliver and pick up (locally) stock or customer consignments using company vehicles. • Help erect the Nu-Heat show stand (nationally) when required, up to 16 times a year. • General warehouse housekeeping- help promote the 5's; sort, set in order, shine, standardise & sustain. • Ensuring safety of premises- locking / opening up when required. • Scrap/sell off obsolete stock using online auction sites when required. • Liaise with deliveries team to ensure outstanding internal and external customer service. • Enter goods in receipts onto Netsuite. • Raise small purchase orders for parts and direct to site deliveries when needed. |

Other Duties:

The list of job duties within this description is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.

- To participate in the company's PDR process
- To undertake relevant development/training.
- To be responsible for the health and safety of self and others.

Our Values:

Integrity – Doing the right thing to make a difference.

Focus on honesty and quality

Diligence – Taking care of every details to do things the right way.

Focus on detail, accuracy and consistent effort

Empowerment – The freedom to challenge, innovate and improve.

Focus on continuous improvement with enthusiasm

Nurture – caring for our customers and colleagues.

Focus on relationships with genuine care

Key Skills & Knowledge:

- Warehouse experience (preferable)
- Self-motivated
- Flexible approach
- Physically fit
- Strong Customer service focus
- Shows Initiative
- IT literate
- Promote great departmental/interdepartmental team working