

WE ARE RECRUITING

Warehouse Operative



This is a position created within the company to work within the operations team, focusing predominantly picking, packing and despatching goods to customers in a proficient, accurate, professional, clean & tidy way. It will also be required to support in other areas of the operations team such as goods inwards, replenishment & manufacturing as workloads and staffing levels dictate. The successful candidate will be a naturally clean and tidy person who does not fear taking responsibility for their actions having high levels of accuracy and self-accountability. They will be required to work well in a small team and always be looking to improve performance not only of themselves but the team.



FURTHER DETAILS OF WHAT THE JOB INVOLVES:

1. Pick, pack & dispatch orders as they come onto the dispatch screen inline with their required by date.
2. Constantly seek to improve OTIF (on time in full) measure to ensure high levels of customer satisfaction.
3. Ensure orders available to ship is at zero at month end and strive to achieve this daily/weekly.
4. Maintain a clean and tidy work area warehouse.
5. Support and assist colleagues as required to ensure company goals are kicked.
6. Assist with receiving & checking incoming deliveries as required.
7. Assist with manufacturing / assembly as required.

THE FOLLOWING SKILLS ARE REQUIRED AS A MINIMUM:

Written/Spoken English – Proficient, specifically in writing clear instruction for clients

MS Outlook - Competent

Education/Experience required – GCSE/O Level passes in English & Maths

Certifications/Licences required - Forklift Licence (would be helpful but not essential)

The successful applicant will need to have a 'problem solving' and positive mindset and the ability to logically think through a process. They will need to be fully committed to the days tasks in hand and show that by doing everything possible to resolve any issues that may arise where possible to ensure 100% customer satisfaction.

The applicant must be approachable, honest, trustworthy, transparent and have a positive attitude. Tidiness, organisation, attention to detail, accountability and a high level of accuracy and good personnel skills are essential.

An attractive package is offered and will reflect specific expertise / experience the candidate brings to the team.

To apply, in the first instance, email Jim Cuckson:
jim@interhatch.com

www.interhatch.com