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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

Job Description –Warehouse Operative

SUMMARY

This is primarily a picking and packing role, with emphasis on an efficient and accurate service in the dispatch of automotive parts.

PRIMARY RESPONSIBILITIES

- To pick and pack orders ACCURATELY for customers in boxes and export pallet coffins
- Undertake daily stock enquiries both phone and/or email
- Pack goods neatly and safely according to Company policies
- Perform stock location enquiries on SAGE 200
- Use the transport provider's shipping system
- Undertake duties including lifting and carrying weights up to 25 kilos
- Total customer satisfaction, both internally and externally
- To work efficiently and effectively as part of a team
- To keep the work area clean and tidy
- To perform any reasonable request from line manager, this may include being asked to help in other departments.

KNOWLEDGE AND SKILLS

- Good standard of numeracy and literacy – lots of work with part numbers (e.g. 6336, 6366, 6633, that are similar – must be able to focus and accurately pick the correct part number from a printed sheet or verbal request
- Attention to detail
- Previous experience of working in a warehouse environment an advantage but not essential
- Ability to work to as part of a team
- Good communicator
- PC literate preferred but not essential
- Experience in manual handling preferred but training will be given
- Duties involve regular repetitive light, medium and heavy lifting, **carrying of weights up to 25 kilos.**

WORKING CONDITIONS

Full time position, 40.5 hours per week. Monday – Thursday 08.00-17.30 (30 min unpaid lunch break) and Friday 08.30-13.00.

Reporting to the Automotive Warehouse Manager