

JOB SPECIFICATION

JOB TITLE:	WAREHOUSE OFFICER
REWARD:	£15,000 - £25,000
HOURS:	Basic 40hour week (09:30am until 18:00pm) Monday to Friday. Plus additional hours depending on the needs of the business
TERMS:	25 days holiday pa (plus statutory bank holidays)

PERSON SPECIFICATION:

- Previous experience working within a busy Warehouse operations environment essential
- Previous experience in a People Management capacity
- Excellent communication Skills
- Experience of prioritising workload and working to tight deadlines / business objectives
- Ability to work under pressure
- Strong Knowledge and ability in IT packages i.e. Word, Excel, Outlook email, and business systems
- Attention to detail
- Administration and Organisational experience essential
- Ability to work with speed and accuracy
- Must be a team player
- Flexible and adaptable
- Able to work additional hours to suit the needs of the business when required
- Educated to GCSE level in Maths and English
- FLT license advantageous but not essential

JOB DESCRIPTION

Job Title: Warehouse Officer

Job Summary:

To ensure goods are received, processed and despatched to achieve the business objectives. To ensure that all work is completed in a safe/clean environment and in adherence to health and safety standards. To fulfil the generic Officer responsibilities.

Job Content:

Most Frequent Duties In Order Of Importance

- Prioritise tasks and ensure staff are aware of daily duties
- Investigate, resolve and report on warehouse errors
- Schedule all deliveries and pick ups
- Review delivery on time report and make sure all orders are sent on time
- Manage stock and ordering of warehouse supplies
- Manage the security of the warehouse
- Ensure that daily checks on straddle and fork lift trucks are done to maintain operational duties
- Ensure stock rotation is maintained
- Maintain stock accuracy by regular stock checks as required
- Manage end of month reporting procedures (Measures and Stock Reports)

Occasional Duties In Order of Importance

- Organise annual stock take at the end of the financial year
- Any relevant cover during absence of the warehouse administrator
- To ensure the normal day to day operational running of the warehouse in absence of the Production Manager
- Fork Lift Truck operation for relevant tasks
- Fire Marshall
- Warehouse Operative duties
- Attend to all tasks commensurate with the role
- Any additional duties that reflect the business needs

Responsible to: Production Manager