



JOB DESCRIPTION

Job Title: Warehouse Assistant
Department: Warehouse
Reports To: Warehouse Supervisor

SUMMARY OF RESPONSIBILITIES

The Warehouse Assistant contributes to all warehouse activities to ensure a smooth operation of all incoming and outgoing goods. This is a hands on role within a high volume warehouse environment.

ESSENTIAL FUNCTIONS

- In conjunction with the Warehouse Supervisor make suggestions for and support any continual improvement projects for the Warehouse
- Communicate well and provide customer service excellence within the team
- Self-motivated to prioritise workload efficiently and in line with timescales
- Ensure all incoming goods are booked accurately into the system
- Ensure all outgoing goods are properly packaged and sent out for delivery in line with client contractual requirements
- Maintain an awareness of Dangerous Goods responsibilities and any quarantine requirements
- Liaise with Warehouse Supervisor or Sales team to resolve any customer order queries
- Ensure warehouse error rates are kept to a minimum
- Ensure good housekeeping within warehouse area
- Participate in annual stock take activity
- Willingness to undergo training on forklift driving and Dangerous Goods Packing.
- Maximise use of warehouse space available
- Attend all job related training as required

OTHER DUTIES AND RESPONSIBILITIES

- Contribute to a positive working environment
- Be a good ambassador of the business
- Promote Health & Safety good practice, follow company policies ensuring safety of self and others at all times

- Promote Environmental good practice, follow company policies with regard to Environmental goals
- Maintain quality of service by following and enforcing the company quality standards
- Complete other duties as assigned from time to time by the line manager

CUSTOMERS

Internal: Warehouse Supervisor & Assistants, Operations Manager, General Manager, Managing Director, Sales team

External: Delivery driver, courier companies, clients

PERSON SPEC

- Maintain a positive mindset, show respectful and collaborative behaviours
- Self-motivated with a can-do attitude, positive and flexible in approach
- Capability and confidence in role, high level of personal effectiveness
- Works well under pressure and meets deadlines in a fast-paced environment.
- Excellent organisation skills with attention to detail and accuracy of work
- Excellent communication skills – verbal and written
- Good IT skills – Sage, Excel, Word & MS Outlook

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Warehouse environment, full mobility required for warehouse and yard
- Moderate manual handling of items of various weight and size
- Some desk-based work with phone and screen work

This job description does not list all the duties of the job and you may be requested by your line manager to perform other duties from time to time. The company can revise the job description at any time in line with operational requirements.

All applications or CV's should be sent to james.curran@eswl-ltd.com