

JOB DESCRIPTION

Warehouse Operative

To ask any questions or to express your interest please email your CV and cover letter to recruitment@steatite.co.uk or apply through Sage .

This active role will cover a broad range of responsibilities across a busy warehouse within a manufacturing environment. The successful candidate will have a keen eye for detail and join an experienced team to help cover a range of different activities. Working diligently, they will maintain accuracy of stock and deliver a high level of service to all departments and to our customers.

Summary Details

Job Title:	Warehouse Operative
Location:	Crewkerne
Hours:	39 Mon – Thurs 07:00 -17:15
Benefits	<p>25 days holiday plus bank holidays, increasing to 28 days with long service</p> <p>Discretionary Bonus once a year</p> <p>Pension – 5% employee, 4% employer</p> <p>Salary Sacrifice</p> <p>2 x Salary Death in Service payment</p> <p>1or 3 month notice period after probationary period</p> <p>Access to Westfield Healthcare scheme, including:</p> <ul style="list-style-type: none"> • Corporate Healthcare Plan • Employee Assistance program • Wellbeing App • Discount scheme <p>Cycle to Work Scheme</p> <p>Enrolled in Employee Share Scheme after 12 months</p> <p>Free Parking</p> <p>Free tea, coffee and fruit</p>

The type of person we are looking for (About You)

You will have a flexible and adaptable approach to your workload. You will be curious and open minded and keen to seek out evolving and innovative ways to add value. You will be able to work effectively and inclusively with a range of people. You will be determined and

resourceful and driven to deliver the best results for the business. You will be driven to ensure that tasks are completed thoroughly and within deadlines. You will be eager to learn new skills and seek development opportunities in the course of your employment.

The Role (What you'll be doing)

This role encompasses the following responsibilities:

- Adherence to all health, safety, environmental & quality policies and standards outlined by the company
- Receive materials at Goods In & book into stock.
- Kit materials to production orders.
- Pack & dispatch orders, book transportation & complete all related documentation.
- Maintain full stock accuracy via Material Requirements Planning system (MRP).
- Use forklift truck to load & unload goods from vehicles.
- Use electric stacker & pallet trucks to transport goods.
- Prepare materials for production using sleeve & wire cutters, laser cutter & pillar drills.
- Complete stock checks.
- Manage waste from the factory.
- Complete training courses as required.
- You will be required to be flexible in this role and must be prepared to perform other tasks and undertake additional duties in any area of the business as determined by the Executives. These tasks may be outside your normal work area.

Key Competencies

- Experience/ability to work at goods in, kit to order, pack & dispatch.
- Proficient with MRP systems, email & Microsoft office programs.
- Forklift Licence (Preferred but not essential as training can be provided).
- A high level of accuracy & attention to detail.
- Dexterous & efficient.
- Ability to work under own initiative.
- Ability to prioritise & meet deadlines.
- Good communication, both verbal and written.

Useful Additional Expertise

The following are a benefit but not a requirement:

- Working within a warehouse/manufacturing environment preferred.
- Working with an MRP system.
- Driving a forklift.