



JOB DESCRIPTION

TITLE: WAREHOUSE OPERATIVE (permanent)

With the continued growth within the Wilton Bradley business a new warehouse operation has opened up at Poltimore in Exeter. The warehouse postcode is EX4 0BQ. This exciting new operation has created a number of full-time permanent warehouse operative vacancies.

Job Role: When you join our team, you will contribute to the effective running of the warehouse to ensure we provide an excellent service to our customers. This is a full-time, permanent role. Our core operational hours are Monday to Friday 08:00 to 16:30 with the opportunity of overtime as business needs demand.

Key responsibilities:

- Order picking and checking
- Driving forklifts – either as a trainee or trained
- Loading & unloading both vehicles & containers
- Correct operation of stock scanning equipment
- Complete daily maintenance logs
- Package and label products for dispatch
- Re-working products to client requirements
- Correct handling and storage to maintain a high level of quality control
- Help to maintain clean and tidy work areas
- Operate all equipment in a safe manner
- Ensure strict adherence to Health & Safety

Person Specification:

Skills/experience

- Experience of general Warehouse operations
- Forklift experience & knowledge is preferred but not essential
- Be physically fit as a considerable amount of lifting is required
- The ability to work effectively as part of a team
- Clean driving licence

Disposition

- Can do, positive attitude
- Able to take & give instructions
- A calm, level-headed approach
- Flexibility
- Versatility
- Good humoured