

JOB TITLE: Warehouse Operative

Reports to: Distribution Manager

Location: Slinfold, Horsham, West Sussex

Hours: Monday to Friday 7.00am to 3.30pm with a 30-minute unpaid lunch break, with a degree of flexibility when required to work on a shift pattern to support business demand.

Hourly rate: £13.25 per hour

The Company:

Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems. Here at Cordek Limited, we are looking for an individual to join our production team who shares our Company values, Honesty, Communication and Respect.

Job Summary:

You will manage and keep an accurate account of all company stock across the site and in the warehouses, whilst being responsible for the unloading and loading of all trucks on site.

Responsibilities:

- This job is physical and will involve some heavy lifting and carrying
- To receive, check, unload and put away as required all supplier deliveries
- To remove material of completed products from production for safe storage or loading as requested.
- To maintain a safe and secure warehouse environment, keeping stocks accurate and completing regular stock checks as required.
- To pre-organise products for loading onto the next run sheets, prior to the arrival of any given truck, to allow for a swift and speedy turnaround.
- To enter pallet/parcel network jobs onto the online portals.
- To assist with the loading of the company's fleet of trucks or sub-contracted vehicles with products as required to make the daily routing for each vehicle.
- To load customer vehicles coming for collection or on an ex-works basis only on authority of the transport or sales office and as per the paperwork provided.
- To keep the yard and all common areas clean and tidy at all times
- Always maintain stock accuracy, physically and electronically, with all processes completed promptly and paperwork files accurately
- Maintain compliance with Company policies and training requirements
- To uphold Health and Safety activities of all visiting trucks, and to hold them accountable to our high standards or the law as appropriate.
- Maintaining a well organised and tidy production facility, adhere to all Health & Safety requirements and ensure compliance with Company policies and training requirements

Personal specification:

- Good organisational skills and attention to detail with strong problem-solving skills
- Good level of numeracy and literacy is required for this role
- Good communication skills in written and spoken English
- An ability to work under pressure and to prioritise work to meet deadlines
- To be flexible with working hours – overtime/shift work may be required.

Qualifications and experience:

- Knowledge of stock control, FIFO, Kanban, Cycle counting and stocktakes
- Experience in using computerised stock control systems or ERP
- Knowledge of Microsoft Excel, Word, and Outlook.
- Full UK Driving licence, Forklift licence would be beneficial although full training will be provided

Rewards:

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday