

Warehouse Operative – Ardrossan – 40 Hours

Description

At Home Hardware Scotland Ltd we pride ourselves in the outstanding level of customer service we provide to our customers and suppliers in a friendly and relaxed atmosphere. As a Warehouse Operative your role is to form part of the team who process stock orderly and efficiently through the warehouse.

Responsibilities

Goods Inwards Area

- Ensure an orderly and efficient throughput of goods through the Warehouse.
- Goods which have been delivered must be checked off against the relevant purchase order paying close attention to the pack sizes.
- Check supplier notes on the purchase order.
- All deliveries from suppliers are put away in the appropriate locations.
- Stock in your Area of Responsibility MUST be broken down into their picking quantity at their picking location.
- Overstock is checked, cleared, stored neatly and safely above the picking location and labelled accordingly.
- All stock must be rotated, bringing forward old stock and putting new stock behind.
- All goods are placed, moved, and handled carefully and safely.
- When storing goods above 600mm on pallet racking only good quality 1200x1000mm 4-way blue pallets must be used.
- All new stock lines must be allocated a location by the Goods Inwards Manager and labelled accordingly.
- All queries must be referred to Goods Inwards Manager in the first instance regarding any shortages or concerns with the order.
- Shortages fax MUST be sent to the supplier.

Picking Area

- Ensure an orderly and efficient throughput of goods through the Warehouse.
- All orders are picked, wrapped, labelled and taken to the correct dispatch area ready to be loaded for delivery.
- All pallets and cages to be packed sensibly and safely with heavy goods at bottom.
- Stock with damaged/split outers MUST be picked first.
- All labels MUST be removed from picking boxes and cages prior to starting to fill them with a new order.
- All picking boxes must be allocated to the shop whose order you are working on & deallocated on their return.
- Picking locations must be replenished on an ongoing basis from overstock locations. Replenishing tasks should be carried out as and when required.

General

- Good housekeeping throughout the warehouse at all times.
- Put any broken or faulty items in Damages Cage and mark warehouse number on each.
- All paperwork MUST be completed clearly and accurately.
- Never allow any pallet truck to be loaded onto a lorry.
- You must hold a current licence to operate any LPG or electric lifting equipment which you intend to use with Health and Safety being adhered to at all times.
- All queries must be referred to your Line Manager.
- Ensure that all duties are carried out in accordance with the training instructions.

Hiring organization

Home Hardware Scotland Ltd

Job Location

26a Dalry Road, KA22 7GQ,
Ardrossan, North Ayrshire

Working Hours

Working 40 Hours Per Week*

- Mon – Thurs: 8am – 5pm
- Friday: 8am – 2pm

***Must be able to work overtime
5pm to 8pm when the business
needs**

Date posted

2 June 2021

APPLY NOW

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- Carry out any other tasks as required from time to time by the Management Team.
- Ensure all general and recyclable waste is managed in accordance with the waste procedure.
- All Health & Safety matters in accordance with the company's Health & Safety Policy Document.
- All Fire Safety matters in accordance with the company's Fire Action Plan.

Skills Required

- Excellent customer service skills.
- Keen eye for detail.
- Good time keeping.
- High level of personal hygiene.
- Comply at all times with the company dress code.
- Flexible in the hours you are able to work.
- Good communication skills.