Warehouse Operative – Ardrossan – 40 Hours

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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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 though 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.

• 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.