

## Picker/Packer - Warehouse Operative

Head Office, Bolton

### High Level Spec:

- Competitive pay rate commensurate with experience.
- 250 hours holiday per year including Bank Holidays.
- Basic hours: 38 hours per week rotating as follows
  - Week 1: 7am-3.30pm Monday, 7.30am-3.30pm Tuesday-Friday
  - Week 2: 7.00am-5pm Monday-Thursday

### Duties and Responsibilities:

- Become familiar with all the products supplied by Indespension.
- Process and pick orders accurately to ensure that all orders are picked/packed/dispatched and invoiced within the agreed delivery framework working closely with the courier cut-off times for collections.
- Operate the carrier dispatch system and be aware of all requirements for packaging and labeling of parts for collection by the courier(s).
- Understand and use the warehouse management system(s).
- Package goods correctly to ensure damage is prevented and corporate branding maintained.
- Ensure all stock is shelved safely and in the correct locations.
- Work closely with your Team Leader to ensure that stock levels are at suitable levels and report any possible issues to your Team Leader.
- Have a polite and helpful manner when dealing with Customers collecting orders from site and with delivery drivers and/or suppliers.
- Be present at and accurately conduct stocktaking as determined by the Company.
- Adhere to Health & Safety requirements in the workplace.
- Maintain good housekeeping in the Warehouse ensuring all aisles and walkways are clear at all times.
- Be trained and drive a Reach Truck for picking orders from height.

### Skills Required:

- Previous experience working in a Warehouse environment.
- Numerate and literate.
- Excellent IT skills – use of email, ERP system.
- Reach FLT licence.
- Able to work in a small team and on own initiative.
- Excellent Customer service skills.
- Hardworking and conscientious.
- Excellent timekeeping and attendance.



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