

## Warehouse Assistant - Job specification

Job title	Warehouse Assistant
Responsible to	Logistics Manager
Hours	5-months, fixed term. Ideally August 2019 – Jan 2020 Based in our offices in Epsom, Surrey.  <i>Note: lunch hours not included. Position entitlements include 20 days' annual leave + Bank holidays</i>
Duties	<ul style="list-style-type: none"><li>- picking/packing orders</li><li>- receiving &amp; dispatching goods</li><li>- processing, packing &amp; dispatching palletised shipments</li><li>- organising &amp; dispatching couriers</li><li>- general stock control</li><li>- occasional customer service</li><li>- data entry &amp; ensuring stock database accuracy</li><li>- keeping the warehouse in a clean &amp; safe condition</li></ul> <i>Note: This role will include occasional lifting boxes of up to 20kg in weight, stacking boxes at heights of up to 5m &amp; operating lifting machinery within a warehouse environment</i>
Qualifications	Required: <ul style="list-style-type: none"><li>- GCSE Maths grade C (or equivalent)</li><li>- GCSE English grade C (or equivalent)</li></ul>
Experience	Required: <ul style="list-style-type: none"><li>- general computer proficiency</li></ul>
Desirable:	<ul style="list-style-type: none"><li>- working with databases</li></ul>
Person specification	Someone who: <ul style="list-style-type: none"><li>- has excellent attention to detail</li><li>- good written &amp; verbal communication skills</li><li>- strong time management &amp; prioritizing skills &amp; can work well unsupervised</li><li>- has a good technical understanding &amp; experience of working with computers</li><li>- physically able to undertake the lifting &amp; stacking tasks integral to this post</li></ul>
Training offered	<ul style="list-style-type: none"><li>- Safe manual handling skills (including lifting &amp; moving boxes)</li><li>- Database operation</li><li>- Use of warehouse lifting equipment</li><li>- Further training opportunities may be available</li></ul>

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