

If you would like to apply please email vacancies@lbbd.gov.uk with your CV, the job vacancy you are interested in and how you heard about the vacancy.

D107 – Warehouse Operative – Dagenham, RM8 – 30hr pw – Mon to Fri

Effective Warehouse Operative to work in receiving, warehousing, and distribution operations. You will oversee the efficient receipt, storage, value-adding servicing, and dispatch of a wide variety of products.

You will report directly to management and warehouse manager to discuss the Warehouse and what targets are set and what is expected of you daily.

Ultimately, you should be able to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly.

Typical responsibilities of the job include:

- processing orders
- operating IT systems
- liaising with transport companies, and clients
- training, supervising and appraising staff
- maintaining statistical and financial records
- ensuring that quality objectives and delivery deadlines are met
- managing time sufficient enough to move forward with the work
- administering stock control and stock checks
- taking deliveries and checking purchase orders
- warehouse organisation and structure needs to be maintained
- meeting targets and deadline set by management
- managing warehouse in compliance the company's policies and vision
- receive feedback and monitor the quality of services
- attention to detail is crucial

Key skills for warehouse

- good teamworking skills
- time management ability
- interpersonal skills
- verbal and written communication skills
- logical reasoning
- numerical skills

- technical skills
- IT skills.
- Trustworthy and Physical fitness essential
- Health & Safety savvy

Requirements:

- Proven work experience
- **Expertise in warehouse management procedures and best practices**
- Proven ability to implement process improvement initiatives
- Decision making and problem solving skills

Hours per week:

Monday to Friday - 11am to 5:30pm.

Over time may be applicable but will be informed by Management.

Salary:

£8.20 - £8.72 per hour - this is dependent on individual CV and experience.

About Us: Family run business. We have been running since October 2011 and have continued to grow to distribute a number of electronic accessories. We supply several companies across the UK & Ireland.

Job Types: Full-time, Contract

Salary: £8.20-£8.72 /hour

Contract length: 12 months

Part-time hours: 30 per week