

# VACANCY

## Warehouse & Stores Person

We presently have a vacancy for Warehouse & Stores Person. Working as part of a small team, the successful candidate must be computer literate, and hold a full driving license. A counterbalance forklift license would be an advantage but not essential as training will be provided for the right applicant. You will have excellent communication and time management skills, and a good awareness of health and safety procedures. You will be physically fit as the role involves manual handling.

Tasks include:-

- Assist with the day to day operational control of stock movement including finished equipment, packaging of goods and preparing export and exhibition crates and boxes as required
- Ensure stock is handled and stored within agreed timescales and in a safe and correct manner.
- Working with the Stores & Warehouse team to ensure products are appropriately prepared and dispatched on time, to both UK and overseas destinations.
- Liaise with Logistic Coordinator and other departments to maintain appropriate levels of build kits and ensure timely distribution to agents and builders.
- Ensure all associated admin tasks are performed as required in line with ISO procedures and good housekeeping is maintained.
- General support to the Materials Control Manager

Starting date:- as soon as possible

Full Job Description available upon request.

CV's to [careers@wessexlifts.co.uk](mailto:careers@wessexlifts.co.uk)

CLOSING DATE: 12<sup>th</sup> March 2021

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