

VACANCY

WAREHOUSE ASSISTANT/FORKLIFT DRIVER
PAY GRADE A

Responsible to: Logistics Manager

The role involves:

GOODS IN

- Booking in all goods in items in accordance with the relevant procedures.
- Issuing and receiving materials to and from production according to the production plan.

GOODS OUT

- Packing all goods in a safe condition, following standard and special packaging instructions, so that they arrive intact at the consignee.
- Ensuring that all relevant paperwork accompanies goods to customers.
- Complying with all handling, storage and delivery procedures.

FINISHED GOODS WAREHOUSE

- Updating and maintaining accurate finished rings stock records.
- Maintaining the physical location of stock in the finished goods warehouse in compliance with housekeeping and Health and Safety requirements.

You should have:

- Reach and counterbalance FLT qualification (training can be arranged)
- A good eye for detail
- Numeracy and literacy skills
- Computer literacy

For further information please contact Chris Roberts, ext 882.

Rencol is keen to develop the knowledge of all its employees and to give them the opportunity to progress within the organisation.

To apply please submit an updated copy of your CV to Chris Roberts by Tues 21st Oct.

Date of notice: 02.10.08