

Warehouse & Fulfilment Operative

Sussex Transport - Lancing

Working as part of a small team in this highly successful organisation, as a Warehouse & Fulfilment Operative you will be expected to participate in all aspects of the warehouse operations and activities of the company; receive, process and issue warehouse stock.

We are looking for a candidate who can work in all aspects of our warehouse - general warehousing, goods in/out, pick and pack, product location, data entry into software systems so this will be a varied role.

Duties and responsibilities

General Warehouse Duties

- Receive, identify, mark and place materials sent to the warehouse according to established Goods In Procedures and despatch items in a similar manner.
- Process orders and prepare packages for shipping according to established procedures.
- Communicate with various departments, vendors and customers to provide and receive information, resolve questions and issues, and coordinate activities.
- Ensure stock and warehouse facility is maintained in a safe, clean and orderly condition.
- Assist with providing necessary security within the warehouse. Pick up and deliver items utilising forklift vehicles as required.
- Maintain a variety of records, files and reports; maintain records of stock and order supplies as necessary.
- Operate a variety of warehouse equipment and vehicles; utilize a variety of hand tools as required; arrange for the maintenance and repair of warehouse equipment as needed.
- Loading and unloading vehicles
- Completing paperwork manually and using computer systems

Fulfilment Duties

- Picking goods from a pick list
- Packing goods to customer specifications
- Printing DPD labels and other parcel distribution paper work as required
- Updating bespoke databases
- Data entry of information as required
- Keeping manual and computer records regularly updated and accurate
- Liaising with customers, warehouse staff and other departments within the company
- Proactively work to reduce late deliveries and missed time slots
- Use company software and systems to ensure efficient operations
- Prioritise workload
- Able to work flexibly and make decisions quickly
- Keep a clean and tidy environment

Qualifications/ Requirements

- Counterbalance and Reach forklift licenses
- IT literate – ability to use outlook, excel, word and computer software
- Excellent verbal and written communication - a sense of urgency and able to prioritise
- Familiar with warehouse work
- Take a pride in your work
- Good timekeeping

In addition to the above skills, the employee will demonstrate a keen eye for detail whilst working under pressure. They will also have the ability to learn quickly whilst being professional and confident.

Job Type: Full-time

Experience:

- Warehouse: 2 years (Required)

Licence:

- Counterbalance (Required)
- Reach (Required)

To apply please send your CV to HR@sussextransport.co.uk or call 01903 751100