

Logistics Operative x4

Lutterworth

Logistics

Job responsibilities

- Adhering to all procedures and works instructions.
- Ensuring all incoming goods are fully inspected to the defined standard and that all corresponding paperwork is processed correctly.
- Integrity of stock: accuracy of stock levels and locations; perpetual inventory. checks and reporting; bin location maintenance; and security of stock.
- Management of quarantined and bonded material / stock.
- Following special packaging and safe handling requirements in accordance with Health and Safety and all relevant works instructions.
- Assisting with the monitoring, understanding, and reporting of KPIs.
- Assisting the Supervisor when required with resource planning, staff development and training plans (including training of non-core team members).
- Accurate and timely maintenance of errors database and all subsequent actions.
- Cover deliveries both in and out (including palletised goods) during non-core hours when required.
- Use of bespoke computer systems throughout role (training will be given).
- Ensuring all storage solutions are kept to the highest standards of health and safety, shelving, bulk racking and reel storage towers.
- Assisting with continuous improvement activities throughout the business.
- Contributing to the resolution of customer complaints / supplier issues, via the correct channels.
- General housekeeping.
- Ensure all security and Health and Safety requirements are complied with.
- Ensure all procedures and working practices comply with internal quality control systems and are fully complied with at all times.
- Assisting management with input for colleagues appraisals if / when required.

Continued...

Shipping Officer

Job requirements

- Ability to accurately follow concise instructions
- Good organisational skills
- Problem solving skills
- Colour recognition
- Good numeracy and accuracy
- Computer literate
- Good communication skills
- Flexible working approach
- Able to adapt and promote change
- Ability to encourage other team members

Contact

Please send your cover letter, resume/CV to:

Mrs. Sue Poole

HR Manager
ESCATEC Mechatronics Ltd
Wycliffe Industrial Park
Leicester Road, Lutterworth, LE17 4HG
+44 1455 555500