

Order Fulfilment Operative – Stock Controller (Day Shift)

Stannah

Reports to: Order Fulfilment Early Cell Co-Ordinator

Purpose: The purpose of this role is to ensure all picking locations and lines are always replenished with incoming parts to the maximum available level.

Key Responsibilities:

Health, Safety and the Environment:

1. Work in accordance with the Company Health & Safety Policies in all that we do in order that we protect ourselves and others from any risk of harm.
2. Adherence to Health & Safety responsibilities.
3. Ensure all work is carried out in accordance with Safe Systems of Work.
4. Work in accordance with the requirements of the company's environmental standard.
5. Ensure all accidents and near misses are reported
6. Working within a warehouse environment
7. Movement of Goods using correct Manual Handling

The Role:

1. Ensure all operations are carried out in accordance with Standard Operating Procedures
2. Ensure Pick locations are replenished with incoming goods to the highest available levels
3. Ensure lines within Pick and Pack (Upholstery & Carpet) and Kiting are replenished with incoming goods to the highest available levels
4. Unloading and loading of shuttle lorry using forklift when required
5. Participate when required in Continuous Improvement activities, to identify both product and process improvements
6. Ensure that 5s is followed within the department
7. Drive actions to achieve OOB targets
8. Required to be multi skilled to cover other areas of the department – Material Control

Skills required:

1. Aisle master and Counterbalance Forklift licence preferred
2. Accuracy and ability to use barcode equipment
3. Proactive to stop potential out of box issues and drive to improve quality
4. An understanding of the Continuous Improvement process
5. Good understanding of health and safety principles and procedures

The Person:

1. Ensure adherence to company rules and procedures
2. Able to work using own initiative & part of a team
3. Shows flexibility and adaptability for the role they are being asked to fulfil
4. Always demonstrates honesty and integrity
5. Previous experience would be an advantage

Day Shift role – Monday to Thursday 08:00 – 16:45 with 45 mins lunch

Friday 08:00 – 13:00 with no lunch