

Order Picker / Inputter

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Company: Key Recruitment Limited

Location: Gosport

Category: management

Key Recruitment are currently recruiting for an experienced warehouse order picker / inputter for a full time, twilight role located in Gosport.

We are looking for someone who can work as part of the warehouse team. This will be a split role that will consist of working in the office inputting sales orders accurately on the system and then picking the orders in the warehouse.

The company offers a friendly environment, with great progression opportunities. They even offer a competitive pay of £12.50 per hour.

Shifts are from 4pm - 12am, 5 nights per week (typically operate on Sundays & Tuesday - Friday). They have flexibility to offer more hours for staff if needed and are open to bringing in new staff to their existing team.

Requirements:

Physically fit and capable of lifting up to 25kg

IT literate, able to use handheld devices/scanners for orders

Previous warehouse/order picking experience

Strong administration skills with excellent attention to detail

Duties:

Selecting the correct products as per the customer order

Packing goods in a careful manner

Ensure quality is maintained when picking orders as to ensure service standards are adhered to.

Replenish stock for the next day.

Adhere and comply to all company policies and procedures.

Be physically fit to pick and lift goods up to 25kg.

Accurately take sales orders and input them on to the system, orders are received through email, phones calls, WhatsApp and voice messages.

If you're reliable, physically fit, and have experience we want you on our team! Apply now and become an integral part of our operations on a full time basis.

Job Types: Full-time, Permanent

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