

Stores Administration/Operative (With Forklift License)

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Company: AMJ Recruitment Group

Location: Whitley, Coventry

Category: other-general

AMJ Recruitment are recruiting for a Stores Administration/Operative (With Forklift License), based at our well established Market Leading client based in Coventry.

Candidates MUST have an in date Counterbalance License, and ideally Sage or Materials Management System experience.

Salary - £25000 per annum

Term - Permanent from Day 1

Working Hours - 08:00am until 16:30pm (Mon-Thur) and 08:00am until 13:00pm (Friday)

Job Role:

- Offloading of goods received
- Goods receipt processing
- Dispatch of materials / machinery
- Generating delivery notes
- Liaising with the Sales Department
- Update stock on SAGE
- Returned Materials processing

- Notify purchasing of stock requirements
- Stock Taking

Experience Required:

- FLT License
- SAGE or related ERP System Experience
- Experience dealing with Suppliers/Customers
- Ability to work in a team with good communication and organizational skills

Benefits Include:

- Day Shift
- Progression Opportunities
- 25 days per year holidays + Bank Holidays
- Permanent Opportunity
- Great public transport links
- Early Friday finish

To apply, please send through your CV or give the AMJ Recruitment Team a call on (phone number removed)

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Cross References and Citations:

- 1. Stores Administration/Operative (With Forklift License) Pinkcollarjobs Jobs Whitley, Coventry Pinkcollarjobs ↗**
- 2. Stores Administration/Operative (With Forklift License) Southkoreajobs Jobs Whitley, Coventry Southkoreajobs ↗**
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