

## Trade Counter Assistant

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Company: Zoom Recruitment Services Ltd

Location: Hemel Hempstead

Category: office-and-administrative-support

I am looking for a Trade Counter Assistant based in Hemel Hempstead for an independent wholesalers who will be supporting the Warehouse Supervisor in ensuring an effective operation of the warehouse. You will be responsible for ensuring that the company procedures are complied with as regards receipt of goods from suppliers and picking and distribution of goods to customers.

### Job Requirements:

To ensure the highest level of customer service and stock control is maintained by following company procedures.

All deliveries received are checked against a purchase order, identified correctly, and signed for by the receiver.

Accurately pick goods reflected on delivery ticket and sign delivery note.

Products are safely stored in their correct location, accessible and kept tidy.

Any discrepancies and damages are immediately reported to the Warehouse Supervisor or Sales Office.

Raise storage concerns with the Warehouse Supervisor.

Monitor and rotate stock as directed to ensure we do not exceed the shelf life of perishable products.

Assist in ensuring products are correctly and securely loaded to minimise damage and safety.

This is a Monday to Friday position working between the hours of 7:30am-5pm

To apply for this position, please send an up-to-date CV for immediate consideration.

Please note; due to the high level of applicants we are not able to respond to unsuccessful candidates, and if you have not been contacted within seven days assume you have not been selected on this occasion.

Zoom Recruitment Services Ltd is a specialist agency supplying permanent, temporary and contractual staff within Commercial, Logistical, Industrial and Technical sectors. We are also accredited members of the Recruitment and Employment Confederation (REC) and follow professional and ethical working procedures

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