

United Kingdom Jobs Expertini®

Warehouse Assistant

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Company: Nexgen Group

Location: West Byfleet

Category: transportation-and-material-moving

As a Warehouse Assistant you will support the Purchasing Manager to ensure the smooth operation of our HQ Warehouse department which organises and stores all Grounds Machinery Cleaning Supplies & Equipment Uniforms and PPE for our workforce of 3000.

You will support the Warehouse Manager in carrying out various manual and administration tasks such as receiving storing and distributing goods as well as maintaining a clean and organized workspace.

The ideal candidate should be detail oriented physically fit and able to work efficiently in a fast paced environment.

This is a part time permanent position for 30 hours a week (5 days 6 hours per day)

Hours are 8.00am to 2.00pm

Main Responsibilities:

Receive incoming deliveries and verify their contents against purchase orders and invoices.

Inspect and properly store goods in designated locations within the warehouse.

Prepare orders for shipment by picking packing and labelling items accurately.

Assist in loading and unloading deliveries

Maintain accurate inventory records and perform periodic stock checks.

Keep the warehouse clean and organized ensuring safety protocols are followed.

Assist in conducting regular inventory audits and report any discrepancies.

Collaborate with team members to optimize warehouse processes and improve efficiency.

Ensure compliance with company policies and procedures regarding safety and security.

What are we looking for

Full UK Driving Licence / able to commute to KT14

Good computer skills (i.e. for data entry and inventory management)

Good attention to detail and accuracy.

Excellent organisation and time management skills (including multitasking)

Able to lift heavy objects and perform physically demanding tasks.

Remote Work :

No

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