

## Warehouse Operations Clerk

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Company: M4 Specialists

Location: Leverstock Green

Category: management

### About the role

We are recruiting for an Warehouse Operations Clerk on behalf of our customer, a distribution company based in Hemel Hempstead to work as part of their within their Warehouse Team.

Hours and shifts are as follows;

014.00- 22.00 shift working 5 days out of 7 on a weekly rota paying £13.48 per hour

Temp to Perm role, immediate start.

As a Warehouse Operations Clerk, you'll be responsible for ensuring the administration of your department is completed as well as supporting the department with any operational activities as required. There will also be times when you will need to support the Warehouse team.

You'll work closely with the Senior Operations Clerks, Team Managers to ensure that all paperwork within your team is completed accurately & goods within the warehouse function are received properly.

You will ensure that all Warehouse Operatives are communicated to with relevant information, and support with equipment queries.

### Responsibilities

Completing all clerical functions to keep warehouse activity running smoothly

Monitoring the pick and replenishment control screens for all parts of the warehouse

Investigate suspended pics and replenishments

Dealing with Proof of Delivery Paperwork

Dealing with Drivers and receipt paperwork

Releasing orders for checking

Liaising with goods in checkers and supply chain

Assisting in the counting of stock as required

Assisting in the issue of any paperwork, documentation as required

Undergoing any training when required by the customer

Any other duties as and when necessary to meet the varying demands of the business

Experience Required

Excellent numeracy and literacy skills

Previous experience within warehouse chambers (advantageous but not essential)

Must be flexible and versatile

Work to produce a high quality standard of work

You have good PC and organisational skills

You have the ability to work under pressure

JOB TITLE: Operations Clerk

SECTOR: Administration

LOCATION: Hemel Hempstead

SALARY: £13.48 per hour

JOB TYPE: Temp to Perm

DURATION: Temp to Perm

M4 Specialist are an employment business and operates as an equal opportunities employer.

Authority to issue an advertisement in respect of the above mentioned position has been obtained from the hirer concerned.

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