

## Warehouse Operative

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Company: Anonymous

Location: Hemel Hempstead

Category: other-general

Are you ready to take your career to a new level? Do you thrive in a fast-paced environment? Look no further! We're searching for a Warehouse Operative to join our vibrant team in Hemel Hempstead.

As a Warehouse Operative, you'll be responsible for receiving goods and entering data into the SAP computer system. You'll use handheld scanners to ensure accurate inventory management and place stock in the correct bin locations. Your duties will involve verifying that received goods are in good condition and match the Goods Receipt Note (GRN), as well as booking deliveries according to Purchase Orders and recording serial numbers on SAP. Additionally, you'll process outbound goods by picking orders, packing them appropriately, and preparing shipping documents. This includes utilising SAP pick and pack functionality, securely packaging items, and obtaining tracking numbers from couriers. You'll also assist courier drivers with loading and unloading, conduct periodic stock checks, and resolve any discrepancies. It's crucial to maintain a clean, safe warehouse environment and ensure equipment is well-maintained.

Hours of Work: Full Time, Permanent, 40 hours per week, Monday to Friday, 08:30 to 17:30

Salary: £11.44 per hour (£23,795.20 per annum)

## Warehouse Operative Requirements:

Excellent team player, self-motivated, and organised with a flexible approach to the needs of the business. Strong communication and interpersonal skills.

Basic IT skills required – we use Microsoft, SAP, Internet browsers.

At least 1 year of warehouse experience preferred, however, less experience will be considered for the right candidate.

Commitment to maintaining a clean and hazard-free warehouse environment;

Knowledge of workplace health and safety rules when handling goods, training will be provided;

Ability to adhere to operational procedures, rules, and schedules.

## Meet the Organisation: Who We Are and What We Do

Proactive is an experienced international supplier of broadcast and professional video equipment. Our clients span the entire communications market and range from budding video amateurs to major broadcasters. ProAV have expanded rapidly in recent years and we pride ourselves on providing excellent customer service. We are a lively friendly team of 35 and continuing to grow.

Ready to dive into the dynamic world of warehouse operations? If you've got what it takes to excel in this Warehouse Operative role, don't wait any longer— apply now!

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