

# United Kingdom Jobs Expertini®

## Warehouse Operative

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Company: Iron Mountain

Location: Lutterworth

Category: transportation-and-material-moving

At Iron Mountain we know that work, when done well, makes a positive impact for our customers, our employees, and our planet. That's why we need smart, committed people to join us. Whether you're looking to start your career or make a change, talk to us and see how you can elevate the power of your work at Iron Mountain.

We provide expert, sustainable solutions in records and information management, digital transformation services, data centers, asset lifecycle management, and fine art storage, handling, and logistics. We proudly partner every day with our 225,000 customers around the world to preserve their invaluable artifacts, extract more from their inventory, and protect their data privacy in innovative and socially responsible ways.

Are you curious about being part of our growth story while evolving your skills in a culture that will welcome your unique contributions? If so, let's start the conversation.

#donotpost

Iron Mountain are looking for an experienced Warehouse Operative to join our team in Lutterworth.

Ensure smooth and uninterrupted work and assistance in the operations department, drive an electric forklift and use it properly, know the requirements of loading operations. Ensure service delivered meets Iron Mountain standards and customer SLAs.

### **Duties and functions**

Timely searches of boxes and pallet contents at the addresses indicated on the request sheet, depending on the status of the requests:

All requests on the request sheet must be executed in order and to the end.

When searching for boxes, if you do not find a box at the specified address, inform (in writing) the storage manager.

When searching for pallet contents, if you do not find a load in the specified box, inform (in writing) the storage manager.

The removed cases are placed neatly on a pallet in the designated place. It is possible to park elsewhere only in agreement with the direct manager.

Return boxes and cases on time in strict compliance with the rack address specified on the return sheet (for boxes) and the box with the specified barcode (for cases).

When returning the boxes and it turns out that it is not possible to return the box (the barcode has fallen off the box, there is no barcode on the rack, the place is occupied by another box, the box is torn), inform the direct manager.

When returning a load, if it becomes clear that it is not possible to return the load (a barcode has fallen off the load, a double barcode, an incomplete load, a torn load, there is no archive box to which the load must be returned), inform the direct manager.

Carry out the loading of newly arrived boxes with documents (assigning the barcodes of the boxes to the barcodes of the racks with the data logger) in the racks.

Before performing the duties, the operator must coordinate with the immediate supervisor what boxes will be lifted (indicate which client's boxes and how many boxes).

Perform all duties using data loggers (scanners)

Performing duties without a data logger is possible only with the approval of the immediate supervisor.

Before starting work with the data logger, the forklift operator must register with the user code assigned to him by the direct manager.

It is strictly forbidden to register with another user's code.

Inform the immediate supervisor about boxes and loads that are out of place, damaged or torn in the storage room.

Before starting work with the electric forklift, fasten safety belts, work shoes and a vest.

If the battery of the electric forklift runs out or if the electric forklift breaks down, immediately inform the immediate supervisor.

Ensure that the client's property is properly protected according to the client's specifications.

Ensure that SOP processes are followed at all times.

Responsibility for the quality of the work performed.

Carry out own work in line with operations department KPIs and other established objectives.

Ensure adherence to Iron Mountain's policies, processes, instructions in accordance with global standards and quality management systems ie ISO 9001:2015, ISO 14001:2015.

Ensure and demonstrate safe and efficient work practices and report unsafe conditions or behavior to immediate supervisor.

Follows company values.

### **The Person**

Electric forklift license/certificate, advantageous

Ability to work independently

Computer literacy

Positive and can do attitude

Drive an electric forklift and use it properly, have electric forklift driver's rights.

Similar work experience in the position of an electric forklift driver or in the field of storage, logistics

Category: Operations Group

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