

## Warehouse Operative Part time

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Company: Quest Employment

Location: Dunstable

Category: other-general

A leading provider of quality consumables and services to the pharmaceutical, biotechnology, and cleanroom industries are looking for a warehouse operative to work part time hours

JOB TITLE: Warehouse Operative – Part Time

RESPONSIBLE TO: Production and Warehouse Supervisor

RESPONSIBLE FOR: Warehouse

### JOB SUMMARY

Responsible for warehouse stock movement, both in and out; stock accuracy and order.

### MAIN DUTIES AND RESPONSIBILITIES

- Receipt and accuracy of goods received and dealing with deliveries.
- Book in stock onto the company Computer system in accordance with relevant procedures.
- Physical movement and management of stock in designated warehouse locations. • Stock

rotation and accuracy.

- Accurate picking, packing and preparation of all delivery notes for dispatch.
- Co-ordination of all relevant paperwork required when dispatching goods.
- Pick stock for Works Orders using company computer system when required.
- Physical issue of stock to WIP's when required.
- Forklift routine maintenance/checks.
- Maintaining cleanliness of warehouse.
- Available for annual stock check.
- Ensure all work is carried out in accordance with Company ISO procedures.

For this role you will ideally hold a Forklift Licence as you will be required to use a Forklift on a regular basis.

Must be able to work flexible days/ hours

please provide CV for this job role

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