

JOB DESCRIPTION

JOB TITLE: WAREHOUSE PERSONNEL, HERTFORD
DIVISION: FLUOROCARBON COMPANY LIMITED

JOB PURPOSE: TO CONTROL ALL STOCK AND GOODS IN STORES, ENSURING ALL GOODS ARE RECEIVED AND DISPATCHED ON TIME AND CORRECTLY

REPORTING STRUCTURE: STEPHEN KING, UK OPERATIONS MANAGER

KEY RESPONSIBILITIES & AUTHORITIES:

- Organise and transmit the department workload for the day/week of which orders are leaving to where and to which customers (the pick, pack and ship list) and the same for goods received
- Ensure the issue of materials to production paperwork are accurate
- Ensure packaging materials required for all products are monitored and requisition sent to the Purchasing department when needed
- Make labels: Products requiring bags, boxes or wrapped need product identification label
- Ensure there is a visual check of the product before it leaves Fluorocarbon and when received that goods are not signed for until checked
- Ensure stock is cycle counted and in its correct location with identification on both the racks and the SAP system
- The issuing of material is as per the paperwork requirement
- Create labels for packages with address and customer name
- Complete any Customs paperwork required
- Complete the carrier order forms to inform the Fluorocarbon designated carrier when to come for pick up the goods with weights and dimensions
- Create the despatch notes as per the SAP system requirements
- Complete the excel files regarding the transportation
- Ensure that all the necessary paperwork in/on the boxes are in place and checked before despatch
- During working hours the employee is required to perform all professional duties (even those that are not specified in the job description) required as a Department Supervisor as long as they do not contravene the laws in force.

KNOWLEDGE AND SKILLS:

- Computer Literate in Microsoft packages (Excel, word, etc.) including knowledge of SAP
- Numeracy and Literate
- Fork Lift Tuck License
- High Self motivation and attention to detail
- Possess excellent verbal and written communication skills for a demanding and customer focused working environment
- COSHH awareness
- ISO Operating safely & Manual Handling Trained
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines

ADDITIONAL NOTE: This role is physically demanding and candidates must be fit and looking for an active role.