

Warehouse Operative

Job Description

HYDAC Technology was founded in 1963 as an independent provider of hydraulic accessories including filtration, accumulators, valves, manifolds, coolers and electronic sensors. Today we are an internationally established group with over 8000 employees, 50 branch offices and 500 trade and service partners worldwide.

Reporting directly to the Warehouse Manager, the Warehouse Operative will be responsible for the picking and packing of sales orders, the movement of products within the stores and assembly areas and responsible for regular stock checks and stock rotation.

Key Responsibilities:

- To pick and pack orders in accordance with paperwork issued to Stores for despatch.
- Movement of products – to take products to assembly area from Stores and from Goods-in area to designated stores area, as requested.
- Carry out regular stock checks as issued by Stock Control and work with them to resolve any queries that may arise.
- Assist Stock Control with annual stock take as required.
- Work with Goods-in to maintain the storage shelves and products in them, keeping them clean and tidy and to organise the product so that stock rotation effects last in last out.
- Assist Stock Control/Quality Department with the control of all bonded stock.
- Relocate or dispose of written off stock as directed by Export/Stock Control Manager.
- To carry out loading and unloading of deliveries and movement of stock within warehouse as requested by Senior Warehouse Operative or Warehouse Manager.
- Operation and daily checks of forklift truck as required (subject to appropriate qualifications and certification).
- Carry out occasional driving/delivery/collection duties as required.
- To be fully conversant with, and be able to carry out specific tasks associated with the Warehouse department. E.g. JCB, Goods-in etc.
- Maintain a clean and clutter free working environment whenever practicable or as directed by the Senior Warehouse Operative or Warehouse Manager.
- Overtime may be required on occasions to facilitate company operations. Although overtime is not contractual, every reasonable effort should be made to be available when requested.
- Management may, from time to time, require you to carry out tasks in addition to your normal duties, provided these tasks are both reasonable and within your capabilities.

Essential Requirements:

- Numeracy and Literacy
- Ability to follow instructions
- Ability to work under pressure and to deadlines
- Ability to work as part of a team
- Physical ability for manual handling (lifting and carrying up to 25kg)

Desirable:

- Experience of working with in a Warehouse environment
- Educated to GCSE A to C level standard or equivalent in 3 subjects (inc. English and Maths)
- Experience of Stock Control procedures
- Experience of picking and packing orders
- Experience of using SAP
- Knowledge of hydraulic products
- Ability to use hand/forklift

Hours of Work:

Monday to Friday - 37.5 hours per week.

Location:

The role will be based at our UK headquarters in Witney, Oxfordshire.

If you are interested in applying for the above position please forward a covering letter and CV, including salary expectations, to recruitment@hydac.co.uk.