



Full Time – Permanent – Monday to Friday 9am – 6pm (plus flexibility to work extra hours as required)

Are you an experienced **Warehouse Operative** with a good working knowledge of **Goods in**? Do you have a good understanding of **warehousing procedures**? Are you happy to work in a **fast paced, reactive warehousing and distribution environment**?

At G Comms, we distribute and stock hold materials for the telecommunication's industry. Based within a 38,000sqft site based in Coleshill we have a number of warehousing facilities across the midlands.

As a **Warehouse Operative** your role is to receive, transact and despatch materials in line with customer delivery requirements accurately and effectively. You will work closely with other departments within the business and ensure clear and consistent communication is delivered.

### **Some of your duties and responsibilities include:**

- Receive and despatch stock using multiple ERP systems.
- Create customer part codes and purchase orders in line with customer requirements.
- Carry out stock checks of all stock using multiple ERP systems.
- Involvement in 5s audits where and when required and take a pro-active approach to organise the stock to maintain stock integrity and increase picking efficiencies across all work streams.
- Compliance to H&S / Quality regulations and procedures to ensure the safety of you and other site personnel.
- To undertake any other duties as and when necessary to meet the varying demands of the business and satisfy customer needs.
- Operating a counterbalance FLT, Bendi FLT, pallet truck as required and to be proficient in manual handling policies and practices.
- Produce material kits to defined picking list requirements and package/label all consignments to a high standard to ensure they arrive with the customer in good condition and are easily identifiable.

### **The person for the role will:**

- Have a good knowledge of goods out business processes.
- Have good IT skills and written and verbal communication
- Have excellent attention to detail.
- Have knowledge of using WMS business operating systems.
- Have an excellent health & safety and quality systems awareness.
- Hold a Bendi FLT licence would be an advantage but is not essential as training will be available.