

Warehouse Worker

Job Purpose:

To support the distribution centre in ensuring the Valentine Clays product is both stored and efficiently supplied to our customers.

Accountabilities:

- Ensuring products are stored and distributed efficiently
- Working alongside other Warehouse Workers & Works/Production Managers

Responsibilities:

- Receiving and storing products from the factory
- Performing warehouse inventory controls
- Preparing warehouse orders for delivery schedules or customer collections
- Helping with the customer service experience as part of the delivery and fulfilment process
- Working with a team to achieve efficient distribution processes
- Comply with procedures, rules and regulations
- Assisting Works/Production Managers who will give guidance on stock control

Key Interfaces:

- Direct reporting to Works/Production Manager
- Working alongside Valentine Clays team both office based and on the factory shop floor

Essential Skills:

- Forklift Licence (MUST)
- Experience working in warehouse settings

Person Skills:

- Excellent communication skills
- Strong organisation skills
- Able to work on own initiative
- Good team skills
- Good time keeping and attendance

Working Hours:

- Monday to Friday
- Safety boots/shoes & Hi-Vis Clothing will be provided

Location:

Valentine Way, Fenton, Stoke-on-Trent