



GWR Fasteners Limited – Warehouse Operative

This is an exciting opportunity working for a fast-growing, well-established Fasteners Company based in North Shropshire, with over 30 years' experience in the engineering/manufacturing sector and in dealing with customers in complex industries.

GWR Fasteners is a multi-award-winning company which distributes standard fasteners, special manufactured fasteners, and manufactured precision components to destinations all over the world. They take pride in being unique in differentiating themselves from the rest of the market, and providing an excellent service for their customers, in terms of the quality of their products, but also in how they communicate with their customers.

The company has a new, custom-built premises providing its employees a comfortable environment to work in.

JOB OVERVIEW:

As warehouse Operative, you will be responsible for directly supporting the warehouse team with the efficient and safe storage and despatch of all warehouse products.

MAIN RESPONSIBILITIES:

- Picking and Packing of Customer Orders in a fast-paced environment, ensuring all customer orders are picked, packed, and despatched correctly and efficiently on time and in full.
- Bringing in Goods from Suppliers to include, loading and unloading deliveries and shipments efficiently & safely, ensuring goods are checked thoroughly and stored away efficiently and correctly, ensuring compliance to any traceability processes. Communicating issues to relevant parties and working with key stakeholders to resolution
- Stock Management, ensuring that the stock taking process is followed and up to date, and ensure any data integrity, stock movements and issues are processed and escalated where necessary and the stock system (orderwise) updated as required.
- Pre-packing of stock fasteners in preparation for sale.
- Ensuring stock is made available for the workshop and works orders as required.
- Trade counter cover as required.
- General warehouse health and safety enforcement, ensuring all areas of the workshop are kept clean, tidy, and safe at all times.
- Assisting with any ad hoc duties and cover required to support the warehouse manager and other managers in the effective and safe running of the warehouse and encouraging cross company collaboration between departments to ensure key performance indicators and customer satisfaction targets are met.

SKILLS REQUIRED:

- Customer service aptitude
- Detail orientated.
- working knowledge of warehouse operations, would be advantageous.
- Excellent Time management skills.
- Excellent organisational and problem-solving skills, being able to think quickly on your feet, enabling the best outcome for all stakeholders.
- Computer skills in industry software and business information systems (orderwise)

PERSONAL QUALITIES:

- Professional manner with confident verbal and written communication skills
- Trustworthy and Responsible Manner
- Motivated and target driven.
- The ability to work independently.
- Excellent organizational skills.

DESIRED QUALIFICATIONS:

- Grade C (or Equivalent) and above in GCSE Maths, English and IT preferred

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www.gwr-fasteners.co.uk