



Job Vacancy **WAREHOUSE OPERATIVE**
Supply Chain Practitioner Level 3 Apprenticeship

Salary £18-20K plus bonus and benefits eligibility

Summary

Interfood is a specialist sole distributor in the UK and Ireland to many of the world's leading manufacturers of food processing equipment.

We have an opening for a Warehouse Operative to join our busy team at our Haddenham Head Office, to assist with all warehouse functions whilst continuing their professional development and learning the business to become the next generation of Interfood.

The successful candidate will be part of and support, the warehouse team to ensure continuity of business operations always working within the "Interfood Company Values" ethic.

We are seeking a friendly, outgoing person at the beginning of their career who may or may not have previous experience of working with food manufacturing, processing and production machinery and can take responsibility for handling stock and all associated tasks including goods processing, stock control & monitoring and picking & packing orders including identifying part numbers for customers and our team of engineers. You will be required to be included on our emergency call out rota (subject to additional remuneration).

You should demonstrate good written & oral communication skills, a friendly and energetic personality and a working knowledge of Microsoft Office, is essential. A valid forklift licence would be a benefit but is not essential.

Candidates should thrive under pressure, possess excellent time/workload management skills, be organised and have enthusiasm for their work and life in general.

If you love working in a dynamic, evolving environment, we're excited to discuss this position with you.

Responsibilities include (but are not limited to):

- Process all incoming deliveries. Correctly locate stock, update inventory and pass all paperwork to the correct department.
- Packing and despatching using the correct modes of transport. Arranging collections of same days and special items.
- Document all stock returns correctly, create correct paperwork for supplier returns. Credit the customer's for unused items. Take pictures of all warranty items. Sustain the 12 month returns policy
- Provide the customer, engineer or salesperson with correct part numbers and keep machine records up to date. Add notes and detail to item cards to help with enquiries.
- Complete daily and yearly stock checks.
- Sharpen to supplier specification, Weber blades.

- Run stock orders and mail to suppliers in the correct format. Update orders from confirmations and second source parts.
- Complete all safety checks on the forklift daily and use only within its limits.
- Cover out of hour's calls as per the rota, reacting within an hour (including some weekends and some weekday evenings).
- Abide by all Health and Safety rules.
- General warehouse duties including keeping the warehouse tidy and safe to work in.
- Work with sales and engineering departments to move the company forward.

Person Specification

- As a Warehouse Operative, you will play a vital role in the success and growth of the department.
- As Warehouse Operative your work is also critical to the success of the warehouse department, so you need to be able to work well under pressure and to tight deadlines.
- You must be able to see the big picture as well as the finer details, as your work is across the spectrum. A systematic organised approach to work is vital.
- Good communication and interpersonal skills and an understanding of customer requirements is also necessary.
- Effective time management and prioritisation are required.
- You will show the ability to act on your own initiative, whilst being a positive team member with a flexible approach - always willing to go the extra mile!
- The successful candidate will be enthusiastic, hardworking, and keen to establish a career in this field and grow in the role.

Qualifications and Skills

- GCSEs or equivalent required.
- Good communication skills, both written and verbal.
- A passion for people and processes.
- A quick learner with a positive, 'can do' attitude.

This is a fast-paced environment so the ability to think on your feet, prioritise your workload and enjoy being busy is essential.

Candidates must be eligible to work and live in the UK.