

JOB DESCRIPTION

Technical Warehouse Operative

Job Title: Technical Warehouse Operative

Salary: £market rate

Type: Full-Time, Permanent

Department: Logistics

Location: High Wycombe, Buckinghamshire

Report to: Technical Warehouse Supervisor

Benefits: Private Health Care

Main Purpose of the Role

Working closely with and reporting to the Technical Warehouse Supervisor, you will be responsible for day-to-day operations of the warehouse and movement of stock.

Main Responsibilities

- 1) Control movement of items in and out of Stores and keeping all necessary records
- 2) Receiving Deliveries, processing Delivery Notes, labelling, recording and storing all incoming goods
- 3) Liaising with Operations Manager and Project Managers for any outgoings and prepare equipment for shipping including Dispatch Note, packaging and boxing as appropriate.
- 4) Monitor all out-goings including Job Stock, General Stock, cable and components.
- 5) Process items returned unused from jobs and organise re-allocation or return to suppliers
- 6) Maintain the Stock Sheet and update with outgoings and incomings. Be aware of stock levels and respond to enquiries from Purchasing Manager as required.
- 7) Loading and unloading of vehicles using manual and assisted lifting techniques
- 8) General maintenance of Warehouse, ensuring the area is kept tidy, clean and orderly.
- 9) Perform annual stock count
- 10) Cover for absence of other warehouse staff

Qualification and Experience

A physically fit responsible and reliable person with previous stores experience an advantage

Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Responsible and organised approach to work	Knowledge of the AV industry, manufacturers and equipment
Reliable with time keeping and record keeping	Prior experience in a technology focused company or role
Good organisational skills; able to take on tasks and prioritise	Forklift Operation qualification
Ability to work independently without constant supervision	Previous Warehouse Experience
Good interpersonal and communication skills	
Good working knowledge in standard Microsoft Office software applications particularly Excel and Email	
Full UK Driving Licence	
Live locally to the Smartcomm office	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk.