

Role Title: Warehouse and Goods Operator

Reports to: Technical and Operational Manager

Role Purpose:

- Responsible for the efficient receipt, storage and dispatch of goods from the office and warehouses. The W&G Operator plays a critical role in the overall supplier chain process.

Key Accountabilities:

- Goods in/out operations – unloading goods, checking them against order forms, accurately receiving items in the online management system. Safely moving products to storage ensuring products are stored in a manner that preserves quality and accessibility. Picking packing and preparing orders for shipment according to company standards and branding. Ensuring all shipping documents are accurately completed and loading goods onto delivery vehicles for safe transportation.
- Local Deliveries, and with prior agreement nationwide with potential overnight stays.
- Inventory management – performing regular counts and reconcile discrepancies. Keeping accurate records and ensuring product disposal is completed in line with industry regulations.
- H&S – following all health and safety guidelines and procedures reporting any concerns or hazards to management immediately.
- Communication – communicate with Internal sales administrator, sales team and suppliers to ensure seamless operations.
- Process improvement – Identify and suggest improvements to processes and customer service procedures.
- Product knowledge - keeping informed about current projects and key contacts.

Job Specification:

- Previous experience in a warehouse/operations role.
- Previous experience within the lighting or manufacturing industry is desirable.
- Excellent verbal and written communication skills.
- Strong organisational skills and multi-tasking abilities.
- Keen to problem solve and use initiative.
- Full and preferably clean driving license

Working conditions:

This is a hybrid office, warehouse and driver role. A Trojan or rental vehicle will be provided for deliveries.

Salary:

Starting salary dependent upon experience.

Company Benefits:

- Pension scheme
- Work mobile provided.
- 25 days holiday (excluding bank holidays)

To Apply

Send a cover letter and CV to accounts@trojan-lighting.co.uk referencing the job title.