



An opportunity currently exists in the Raunds based Operations for a:

DC Team Member

REPORTS TO: DC MANAGER
DIVISION: OFFICE PRODUCTS
LOCATION: RAUNDS
SHIFT PATTERN: DAY SHIFT 35 HOUR WEEK

Duties/Responsibilities

- Loading and unloading of goods.
- The booking in of goods onto our WMS system.
- The tracking of material on excel spreadsheets
- The moving of goods throughout the warehouse and production environment.
- Contact with a planner in regards to re-order packaging and production demand.
- Managing consignment stock and weekly stock counts.
- Despatch holiday cover.
- Daily operation of our shrink-wrapping machine.
- Housekeeping - Avery prides itself on its clean working environment, and team members are responsible for ensuring that the department is kept clean and tidy and free from dust.
- Adhering to Health and Safety rules - it is every worker's responsibility to ensure that the health and safety procedures are followed, and to monitor the safety of their work area.
- Actively contributing to, and participating in, continuous improvement initiatives.

Person Specification

- Experience of working in a warehouse is essential.
- Current Reach and Counterbalance FLT licence
- PC Literate – must be confident using computer applications, however training will be given on in-house systems.
- Team player – must enjoy working in a team environment, with the ability to liaise with other members of the team to get a task done.
- Flexible - able to adapt to a constantly changing environment and willing to take on additional or alternative tasks as required.
- Initiative – can identify where improvements could be made, able to implement improved working practices.

Benefits

- 26 days annual holiday plus bank holidays
- Contributory pension scheme
- Free private health cover
- Free health care cash plan
- Free life assurance worth 4 times annual salary
- Sports & social club
- Annual events
- Free on-site parking
- Training & development opportunities

If your skills and experience match the requirements listed above and you would like to apply for this vacancy, please send your CV to: uk.careers@avery.com