

Job Description: Casual Warehouse Assistant

Background

ILG is an ambitious company that has grown rapidly to become one of the UK's leading third-party logistics provider. We have become specialists in outsourced order fulfilment and delivery services to retailers and consumers at home. Each client has a service level agreement (SLA) specifying the services that we provide for them.

Job Summary

As a casual warehouse assistant you are involved in the smooth running of our busy warehouse, from producing order pick lists to final dispatch of goods. Supporting and assisting with stock control of clients' products and taking responsibility for ensuring the workplace environment is maintained in a clean and orderly fashion.

Job Content:

- Produce and work from picking lists, to fulfil, pack and despatch client orders
- Ensure warehouse is always kept clean and tidy, with empty boxes flattened and stored in the correct location of the warehouse
- Regularly ensure accurate locations of goods and pick orders from correct location
- Pack orders in accordance with client instructions
- Dispatch orders through the system, selecting a carrier and producing a shipping label, ensuring items are in the correct location for collection by the carrier
- Ensure aware of health and safety procedures and highlight any risks to the Warehouse Manager or Health & Safety Officer

Our warehouses are very fast paced and there will be a requirement for heavy lifting through each shift

Skill Set:

- Previous experience in a role requiring accuracy and attention to detail
- An awareness of the importance of health and safety in a warehousing environment
- Reliable and conscientious – a good timekeeper
- Clear communication skills both written and verbal
- Demonstratable sufficient command of the English language to understand health and safety instructions, write straightforward emails and give verbal instructions/information to colleagues
- Physically fit enough to work in a role where the vast majority of the day is standing and requires some lifting