



Job Description – Full Time Warehouse Team Member

JAC Stores – Ramsey Store

The basic hours for this role is 40 hours per week, Monday to Friday, 8:30am to 5:00pm. Extra hours, (including weekends and public holidays), may be required in busy times, lead up to Christmas or during staff leave.

Lunch break is half an hour to be taken between 11:30am and 2:30pm. This to be agreed by the manager.

This position requires somebody who is accurate, flexible and has a can-do approach to their work. The working environment is fast-paced and requires initiative, the ability to prioritise workloads and take responsibility for deliveries and the warehouse.

The main aspects of this position are:

- Checking off goods from external and internal deliveries and notifying of any discrepancies or damages.
- Working efficiently through a list of tasks/deliveries in a logical and planned order.
- Accepting incoming deliveries from carriers and internal transfers from our warehouse and other branches.
- Loading and unloading of the incoming and outgoing deliveries.
- Putting stock away within the stock rooms and sending stock to sales floors as required.
- Picking stock for store replenishment lists.
- Keeping the warehouse and stock areas organised, clean, tidy and well maintained.
- Working well under supervision but also able to work effectively alone/unsupervised.
- Efficiently managing all other aspects of deliveries and stock control.
- Working effectively in a small team within the warehouse and wider store.

Use of a computer is an integral part of this job and receiving in stock, stock look up and reporting within a computerised environment is required. Basic knowledge of Excel and emails is an advantage however full training will be given.

A full, clean driving licence is preferred, but not essential. This is to cover customer deliveries during staff leave. Experience in operating a forklift truck is desirable, but not essential as training will be provided.

Applicants should be fit and healthy as some heavy lifting is required and the majority of the working hours is on the go/on your feet. Boxed items can weigh over 30Kgs.

The above is meant as a general guide, and variations will be notified to you by a supervisor / manager.

Applications will only be processed upon receipt of a completed Application Form which are available online.