



Part-time Warehouse/Stores Person

Forge is looking for a Stores/Warehousing Person for our busy warehouse in Dalton-in-Furness.

This part-time role includes the control of incoming shipments from suppliers, the packing of outgoing deliveries to customers, the carrying out of quality checks on incoming goods and some administrative and technical duties. The ideal candidate will have prior experience of warehousing and be accurate and numerate with good IT and communication skills.

Forge is a market leader in designing and manufacturing LED lighting solutions based on client needs. This is a rapidly developing technology sector where the variety of applications is significant and fascinating.

This is a part-time flexible role with a minimum of 24 hours/week. Days and hours to be mutually agreed (Monday to Friday daytime working hours only).

Key Responsibilities:

- Receipt and storage of goods
- Despatch of goods
- Management of stock
- QC Checks (where necessary)

Key skills, experience and qualifications required:

- A good level of numeracy
- Accuracy
- Good IT skills including Microsoft Office
- Stores/Warehousing experience (preferred but not essential)
- Qualifications in the use of a fork-lift truck or equivalent (preferred but not essential)
- Ability to plan, prioritise effectively, organise and manage tasks
- Good communication skills
- Attention to detail
- Good team player
- Flexible approach to work
- Able to operate on own initiative

The ideal candidate should have GCSE grade C passes or equivalent in Mathematics and English Language. Applicants should be numerate and IT literate. A thorough approach to keeping records and the ability to learn to use simple measuring equipment would be expected. Accuracy is a key skill with good organisational skills also required. This position does involve the manual handling of product boxes. (up to 20kg)

Recent experience of working in a warehousing environment is preferred.

To Apply

We are looking to appoint as soon as possible. Please send your CV together with a covering letter to jobs@forge.co.uk explaining why you think you are just the person for this role.

Please visit www.forge.co.uk or contact jobs@forge.co.uk or phone 01229 580000 for further information.