

WORLD-CLASS LED DESIGN AND MANUFACTURING

# Bringing *Ideas To Light*

## Warehouse Operative

**Location:** Dalton-in-Furness, Cumbria

**Hours:** Hours negotiable from a minimum of 24 hours up to full-time/ 37 hours per week will be considered. Hours worked Monday - Friday. **No weekend or nightshift work.** Days and hours to be mutually agreed.

**Benefits:** Flexible working arrangements including an early finish on Fridays, Holiday buyback option, Profit Share Scheme, Training opportunities, Free Parking.

**Start Date:** February/March 2024

Forge is recruiting for a Warehouse Operative to join our experienced warehouse team. The successful candidate will have a good eye for detail and be competent in both accuracy and numeracy. Prior warehouse experience desirable but not essential as full training will be provided.

### The Role

As our Warehouse Operative, your responsibilities include:

- ☐ Pick and dispatch goods for customer orders accurately and in a timely manner
- ☐ Receive stock from suppliers and record and store accordingly
- ☐ Deal with paperwork related to dispatch notes, invoices and other records when required
- ☐ Undertake the management of stock and accurately stock take
- ☐ Effectively communicate with our Head Office in Ulverston, ensuring the correct department is notified of dispatches and incoming orders
- ☐ Conduct QC checks (where necessary)
- ☐ Focus on quality, efficiency, stock integrity and continuous improvement
- ☐ This position does involve the manual handling of product boxes. (Up to 20kg)

### What we are looking for in the successful candidate:

- ☐ Accuracy/ attention to detail with good record keeping skills
- ☐ Good IT skills including Microsoft Office
- ☐ Recent Stores/Warehousing experience (preferred)



- ☐ Qualifications in the use of a forklift truck or equivalent (preferred) but training will be provided
- ☐ A good level of numeracy
- ☐ Safety driven with the ability to maintain a safe and secure environment
- ☐ Ability to plan, prioritise effectively, organise, and manage tasks
- ☐ A team player with good communication skills
- ☐ Flexible approach to work

### **Why Work for Us?**

At Forge, we're really good at designing, manufacturing, and delivering cutting edge LED lighting solutions. But we're also really good at caring about the environment and our people.

You'd be working for an award-winning business focused on innovative design, superior quality, and outstanding service. Our Low-energy LED lighting is making a fundamental positive contribution to the challenge of the Climate Crisis and has applications from domestic, and commercial users, and is being used in industry and into biotech and beyond.

### **To Apply**

Send your CV together with a covering letter explaining why you are the right person for this role.

First interviews will be held via Teams.

Final interviews will be held in person in the first two weeks of February, by mutual agreement.

Please visit [www.forge.co.uk](http://www.forge.co.uk) for further information.

***Forge reserves the right to close the vacancy at any time, if it is deemed that there have been enough applications received. No agencies please.***

