

JOB DESCRIPTION – Assembler/Warehouse Person - Recliner Team

Job Title: Assembler/Warehouseperson, Recliner Team
Location: Range Road, Witney (relocating to Eynsham in next 18 months)
Salary: Scale from £18,000 to 20'000 plus overtime and company bonus
Hours: 40.75 per week, 8.00am – 5.30pm (5pm Friday) with 1hr 15min breaks per day. Flexibility to meet order deadlines will be expected with some early starts and later finishes in the busy periods. Overtime paid at time and a half above contracted weekly hours.
Holidays: 24 days per annum plus Bank Holidays.

Main function of job

- To assist with the operations of the company's recliner assembly process and other warehouse operations as required.

Main Duties

- 1) Assembly of picked goods for stock and for specific customer orders.
- 2) Handling of goods arriving in, and being dispatched from, the business in a safe and secure manner.
- 3) Booking in and checking of stock, allocating space and recording on the company IT system.
- 4) Picking of goods for assembly.
- 5) Packing of assembled units.
- 6) Other warehouse duties including maintaining a clean and safe working environment.

Tools and Equipment Used

Fork lifts, order pickers, other lifting equipment, compressor and associated tools, PPE, racking, company van, PC, Internet, Exchequer accounts package, Excel, Word, Outlook, telephone.

Person Specification

Hard working
Customer focussed "Can-do" attitude
Ability to work under time pressure to daily deadlines
Ability to plan ahead
Flexibility
Mature attitude
Good communication skills
Some overtime will be available/may be required
Good work ethic
Practical
Team Player
Attention to detail
Assembly skills necessary
Mechanical background advantageous
FLT licence preferred and driving licence needed

