

Stores Operative/Admin Job Specification

Overview

The role sits within the BPO Warehouse at Supplier Service Centre Droitwich and reports directly to the Warehouse Manager. The main purpose of this role is to ensure safe and efficient receipt, storage, and despatch of parts to meet business operational needs and customer demand.

Main duties and responsibilities include

- Responsible for the efficient picking and packing of orders for same day despatch for both customers and internal operational requirements
- Responsible for ensuring all outbound goods are despatched as per the correct shipping requirements set by head office
- Responsible for goods receipt of Purchase materials from supplier, ensuring any damages or discrepancies are identified and reported immediately to the line manager and all items are then processed and stored as per business SOP
- Responsible for goods receipt of Customer Return materials, any damages or discrepancies are identified and reported immediately to the line manager and all items are then processed and stored as per business SOP
- Responsible for ensuring all goods receipt paperwork is signed, dated and uploaded to relevant systems.
- Responsible for efficient processing and movement of repaired parts into the relevant storage location
- Responsible for ensuring and reconciling all transactions processed are completed correctly in the system daily
- Responsible for carrying out ad hoc requests regarding stock checks accurately and liaising with the line manager
- Responsible for ensuring all manual tasks are carried out in accordance with business health and safety requirements
- Responsible for ensuring individual work station and warehouse is kept clean and all tools and equipment are stored in the correct locations

Qualifications & Skills

- Flexibility and the ability to work independently as well as part of a team is essential.
- Experience using SAP is desirable but not essential.
- Good numeracy skills is essential
- Previous experience within a warehouse environment with stock movements is desirable

- An understanding of health and safety requirements desirable.
- Good organisational and time management skills.
- Excellent attention to detail is essential
- Experience using computer systems and data entry.
- Knowledge of Microsoft Office desirable.
- The ability to learn new systems quickly.
- The ability to work effectively under pressure whilst meeting set deadlines and always maintaining accuracy.
- Excellent communication skills are essential along with the ability and desire to go 'above and beyond'.
- Commitment, a strong work ethic and a 'can do' attitude is essential.

To apply please send your CV to hr@blueprintgaming.com.