

JOB VACANCY - WAREHOUSE COORDINATOR

Job purpose and scope: To ensure safe, effective and efficient operation of the warehouse processes and adherence to procedures. This will also involve ensuring goods in and out are delivered to a high standard and the warehouse is kept in excellent order.

Location: Salford, Manchester

Working hours: 42.5 hours per week working Monday - Friday 06:00 - 15:00

Contract: Full time, permanent

Main duties:

- Banksman for wagons and skips entering the yard.
- Loading and unloading all collection and delivery vehicles and completion of delivery and dispatch notes as per the procedures.
- Ensure the yard and warehouse maintains a very high housekeeping standard.
- Ensure the stocks are correct including stock taking when required.
- Conduct weekly checks on fire extinguishers.
- Organisation of waste skips.
- Order pallets for extrusion.
- Load and push back piles to help the shift.
- Complete daily check list.
- Ensure safe work practices at all times.
- Report required maintenance and any unsafe conditions to the Production Manager/Operations Manager immediately.
- Work in line with the company's Mission, Vision and Values.
- Any other additional duties as required.

Required Qualifications/Experience/Competencies:

- Experienced in production/warehouse environments.
- Positive can do attitude and self-motivated.
- Well organised and works well under pressure.
- Excellent interpersonal skills.

Applications:

Please email your covering letter and CV to jobs@axionrecycling.com

Alternatively please post your covering letter and CV to:

Tatenda Dlamini, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

Posted: Tuesday 20th September 2022

No agencies please