

Bovill and Boyd (Engineering) Ltd

Job Description

Job Details

Job Title:	Warehouse/Administrator/Driver
Job Holder:	
Department:	Warehouse
Manager:	Warehouse Manager

Job Purpose

Ensure the efficient preparation and dispatch of orders to customers

Key Responsibilities

- Ensuring that goods inwards are processed correctly
- Ensuring dispatch of correct goods to customers
- Production of labels & other documentation for dispatch to customers
- Allocation of space in warehouse for storage of goods
- Support to Quality Manager

Key Tasks

- Receive goods inwards and check against packing slips
- Book inward goods into computer system
- Dispatch outward goods
- Assist in quality administration and inspection
- Allocate space for goods in warehouse
- Check and maintain stock-bins
- Operate forklift
- Make up kits for customers
- Other sundry warehouse duties