



Reprographics, Digital Media,
IT & Facilities Support Staff

020 8303 2525



Title: Warehouse Operator

Location: Swindon

Salary: £19,200 - £21,200

Hours: 6am-2pm and 2pm-10pm (weekly rotation) Monday-Friday

Job Ref: 723

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Our client in **Swindon** requires a **Warehouse Operator** to provide support to the Production Operation in a timely and accurate manner.

Candidate Responsibilities:

- Delivering stock to production on time and in full
- **Loading and unloading** despatch and delivery vehicles by hand or using forklift truck
- Ensuring completed work **is despatched on time** and via the correct route i.e. DSA, couriers, Royal Mail
- Checking for **damaged or missing items** and sorting stock for storage in the warehouse
- Keeping a careful record of the stock on the warehouse management system
- **Operating a forklift truck** to move and rearrange stock and ensure that products are stored safely and labelled
- Cleaning and maintaining the warehouse

Candidate Requirements:

- Ideally 2 years' experience of **warehousing operations** or similar industry
- **Forklift truck experience with current licence, ideally**
- Good written and verbal communication skills
- IT skills – MS Office, Word, Excel, Outlook

Please note that a DBS clearance will be conducted if successful

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