



## Warehouse Assistant– Job Specification

<b>Role Function:</b>	Warehouse Assistant
<b>Reporting to:</b>	Stores Supervisor and Materials Coordinator
<b>Location:</b>	On-site in Ulverston
<b>Working hours:</b>	37.5 hours Monday to Friday
<b>Salary:</b>	NMW and above depending on experience
<b>Contract:</b>	Permanent appointment
<b>Start date:</b>	TBC

### Company Background

Acrastyle Limited is an electrical engineering company which designs, manufactures and tests high-voltage substation protection and control equipment. Since 1962 we have earned a unique reputation for superior product quality, outstanding technical expertise and excellent customer service.

### Role

An exciting opportunity has arisen within Acrastyle for a Warehouse Assistant in our Warehouse department.

The role primarily involves managing and maintaining stock items to ensure smooth delivery of projects.

The ideal candidate would be someone with good attention to detail who enjoys working as part of a team, and who can establish positive working relationships. We are willing to provide training to the right candidate.

This opportunity would suit someone who has a willingness to learn and has an interest in the manufacturing/engineering industry.

As an Equal Opportunities employer we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

We have the right to close this vacancy early if a suitable applicant is appointed or a high volume of suitable applications is received.

### Responsibilities include, but not limited to:

- Receipt/inspection & processing of incoming goods
- Issuing of stock to production department
- Monitoring & replenishment of production stock
- Maintaining accurate stock data
- Processing production shortage requests in line with company procedure
- Processing of production stock returns in line with company procedure
- Allocation of stock to specific projects
- Liaise with all internal and external stakeholders

## Warehouse Assistant– Job Specification



### Essential Skills

- Use of a stock management computer system
- IT literate- Microsoft Teams, Excel and Outlook
- Proficient in numeracy
- Communication skills
- Good attention to detail

### Preferable skills

- Inventory management

### In return, we can offer a competitive salary along with employee benefits:

- Additional holidays (32 days per year pro rata inc. bank holidays)
- Early finish on a Friday
- Long service awards
- Loyalty day bonuses
- Company sick pay scheme
- Enhanced maternity scheme
- On-site parking
- Company Mental Health First Aider
- Ongoing engagement activities
- Internal and external training opportunities
- PayWise+
- Company bonus scheme