

Enatel

Position Description

Position: Warehouse Assistant

Department: Stores

Reports to: Stores Team Leader

Scope of Role:

The primary focus of the Warehouse Assistant is to unpack/check and receive all incoming goods in a timely manner following Enatel's Inwards Goods receiving procedure. You will also be part of a team of Kitters and be reasonable for getting the right parts to the right place at the right time. You will ensure the warehouse is kept tidy and organized.

Key tasks:

- Forklift duties: including the loading and unloading of trucks and containers
- Ensuring inwards goods corresponds with paperwork
- Data entry of all incoming goods into ERP
- Maintaining accurate records and assisting in Inventory control
- Putting away/Locating stock
- Production Kanban replenishment
- Cycle Counting and stock checks
- Keeping the Warehouse stock/store accurate and tidy
- Assist with quarantine rework as required
- Kitting to work orders

You will have:

- Attention to detail and accuracy
- The ability to work well and accurately under pressure
- Good communication skills
- A positive attitude
- Basic math skills
- Physical strength for lifting and manual work
- Previous store experience

Advantageous:

- Reach Truck experience.
- An OSH and F endorsed forklift license

Health & Safety

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.

General

- Upholds the company values and all policies and procedures are adhered to.
- Any other tasks as required by your Manager and/or the business.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
• Stores Group Leader	• Couriers
• Production Managers	• Freight Companies
• Procurement	• MPI
• Logistics Team	• Container Companies

Person Specification:

Attribute	Essential	Desirable
Skills & Attributes	<p>Previous store experience</p> <p>Previous inwards goods experience</p> <p>Excellent written and oral communication skills</p> <p>Strong team player that actively contributes to the company's success</p> <p>Ability to interact effectively with a variety of personnel at all organisational levels</p> <p>Excellent self-organisation skills</p>	