



Job Title: Warehouse Assistant

Applications to: Teresa Heaven, Office Manager: theaven@kfpit.com / +44 (0) 1235 539101

Package/Salary: c£17k to c£19k per year, dependent on experience

A vacancy has arisen within our warehouse in Abingdon for a Warehouse Assistant to join our small and busy team assisting with day to day administration and operational functions.

Job Purpose:

To work with our Warehouse Manager to fulfil all our day to day activities to meet our customers' demands, which can range from 10-100 shipments per day.

Duties and Responsibilities:

This role provides the perfect opportunity for a driven, dynamic self-starter who is looking for a company that offers a career opportunity with excellent long-term growth potential.

Key responsibilities include (but not limited to):

- Select, prepare and process orders
- Process outgoing courier and mail shipments
- Answer any questions concerning product preparation and shipping
- Professionally communicate over the phone with other departments regarding shipments
- Use KFP internal stock system
- Process orders with couriers

Skills/Qualifications:

- Excellent organisational skills
- Knowledge of a broad range of IT packages including a good proficiency in Microsoft Excel, Word and PowerPoint
- Good written and spoken communication skills
- Accuracy and attention to detail
- A calm and professional manner
- An ability to carry out several tasks at the same time
- A flexible and adaptable approach to work
- The ability to use your own initiative

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessary by your changing role within the organisation and the overall business objectives of the organisation.