



Job Title: Warehouse Assistant

Applications to: Amith Premkumar, Finance Manager: apremkumar@kfpit.com /
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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