

NCAB UK Warehouse Operative

Warehouse Operative reporting to the Operations Manager for Europe's No. 1 PCB Provider. The above individual is sought by NCAB Group UK based in Devizes Wiltshire.

NCAB Group is one of the leading PCB suppliers in Europe. The company was founded in 1993 and has companies in 14 countries in Europe and China and a turnover of 130MEUR. Our products are mainly manufactured in China where we have an organisation for strategic purchase and Factory Management focusing on quality control and continuous development of our factories. We live and work by Quality First, Strong Relationships, Full responsibility and Environmental sustainability.

This role has come about due to progressive growth and expansion of our company.

Job Description – Warehouse Operative

Role & Responsibilities: Ad Hoc

- Communicating with all departments
- Receipt and verification of incoming deliveries
- Despatching product in line with customer required delivery date
- Ensuring storage conditions are maintained in the warehouse
- Fulfilling objectives and directions from the operation's department
- Keeping stock control systems up to date using FIFO system
- Producing reports (stock, picking list etc.) on a daily, weekly and monthly basis
- Maintaining standards of health and safety, hygiene and security in the work environment
- Inspection of stock / incoming product as required

Key Skills & Behaviours:

- Excellent organisational and planning skills
- The ability to work to tight deadlines with limited supervision
- Strong communication skills
- Good interpersonal skills for building relationships with colleagues
- The ability to plan and prioritise your own work
- Remain calm under pressure
- Computer literate
- Numeracy skills
- Decision-making ability
- Accuracy and attention to detail
- Strong work ethic
- Experience of working within a team
- Flexibility

Required Experience & Qualifications:

- Warehouse routines
- Use of computer systems
- Fork Lift training – can be offered!

Job offers:

- Salary - 18K - 19K
- Free parking
- Pension (5% non - contributory) – On contract after satisfactory probation
- 25 days holiday plus statutory leave days
- Working hours*:
 - Monday to Friday 8.00am – 5.00pm &
 - Fri 8.00am to 1.00pm

* these may vary slightly

To apply

If you are a competent individual and would like to take on a challenging role within a fast paced Company - please contact Ann Harwood on 01380 736146 or e-mail ann.harwood@ncabgroup.com for further information.

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