

THE NUMBER 1 PCB PRODUCER WHEREVER WE ARE



Warehouse Assistant // DEVIZES, WILTSHIRE, UK

NCAB Group is a global leader in the Printed Circuit Board (PCB) industry, selling over 110 million PCBs yearly from 14 different countries. We are now looking for a **Warehouse Assistant based in our Devizes location** who wants to join us in becoming *The Number 1 PCB Producer – wherever we are.*

This permanent role has come about due to progressive growth and expansion of our company. The successful candidate will provide support to an ever growing logistics team!

DUTIES WILL INCLUDE BUT ARE NOT LIMITED TO:

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

REQUIRED EXPERIENCE & KEY SKILLS:

- Strong commercial awareness
- Strong customer service skills
- Experience of working within a team
- Able to work under pressure in a very fast paced environment to tight deadlines
- Excellent organisational and planning skills
- The ability to be trained on local management tools and bespoke systems
- Strong communication skills
- Strong work ethic
- A confident and professional telephone manner
- Timekeeping – critical

WHO ARE WE?

At NCAB Group, it is the people that make us unique. We work according to our values Quality First, Strong Relationships and Full responsibility, and encourage employee empowerment and initiatives. We have a high employee engagement, and are proud to be considered as top three Employer of the year in the award *Powered by People* 2017. Read more about working with us [on our career pages](#).

We offer:

- Annual Salary starting at £18K progressing to £20K
- Pension (5% non - contributory)
- 25 days holiday plus statutory leave days
- Opportunities to progress
- Free parking
- Working hours:
 - Monday to Thursday 8.00am – 5.00pm
 - Friday 8.00am to 1.00pm

WHAT'S NEXT?

If you are a competent individual and would like to take on a challenging role within a fast paced company – please contact:

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NCAB Group is a leading global Printed Circuit Board (PCB) supplier, selling over 110 million PCBs into 45 different countries and with a turnover of 154 (M)EUR. The company was founded in 1993 and has more than 365 employees in 14 countries in Europe, USA and China. Our products are mainly manufactured in China where we have an extensive and experienced factory management team, whose focus is managing our factory partners to deliver market leading performance.

NCAB Group have an enviable reputation of delivering a high quality product, on-time, competitively, and with a culture of excellent customer service. We work towards a sustainable business and are verified according to ISO 26000 – an international standard for social responsibility. Since 2017, NCAB is listed at Stockholm Nasdaq Exchange.

Quality First.
Always.



Strong Relationships.
Makes the difference.



Full responsibility.
Easy to say.
Harder to deliver.

