

Warehouse Operative / Picker / Packer

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| Job profile | The Good Book Company (TGBC) exists to serve the local church by providing biblically relevant and accessible resources. This role involves working in a small team to ensure the accurate dispatch of customer orders and handle other day-to-day warehouse tasks. |
| Hours | 35-40 hours per week, Monday-Friday. Location: Epsom, Surrey. Note: Lunch hours are not included. Position entitlements include 23 days' annual leave (pro rata) + Bank holidays. |
| Salary | £23,000-£25,000 per year |
| Duties | <ul style="list-style-type: none"> - Picking and packing orders. - Receiving and dispatching goods. - Processing, packing, and dispatching palletized shipments. - Organizing and dispatching couriers. - Stock control and quality checking. - Occasional customer service. - Data entry and ensuring stock database accuracy. - Maintaining the warehouse in a clean and safe condition. <p>Note: This role will include occasional lifting of boxes up to 20kg, stacking boxes at heights of up to 5m, and operating lifting machinery within a warehouse environment.</p> |
| Key Skills Needed | We're looking for someone who <ul style="list-style-type: none"> - has previous experience working in an industrial or retail environment - is punctual, reliable and have a great attitude - can work accurately at speed - has general database / computer proficiency |
| Benefits | You'll have access to <ul style="list-style-type: none"> - a generous employee discounts - the bike-to-work scheme - on-site parking - flexible hours possible - paid overtime in peak season |
| Person specification | Someone who <ul style="list-style-type: none"> - has excellent attention to detail - good written & verbal communication skills - strong time management & prioritizing skills & can work well unsupervised - has a good technical understanding & experience of working with computers - physically able to undertake the lifting & stacking tasks integral to this post |
| Training offered | We'll help you develop by offering <ul style="list-style-type: none"> - safe manual handling skills training (including lifting & moving boxes) - database operation training - use of warehouse lifting equipment |
| About Us | |
| <p>The Good Book Company is an international Publishing company dedicated to helping Christians & local churches grow. We create & distribute user-friendly resources to the Christian community, with people of all backgrounds & denominations using our Bible studies, books, evangelistic resources & video-based courses. We want to equip ordinary Christians to live for Christ day by day, & churches to grow in their knowledge of God, their love for one another, & the effectiveness of their outreach.</p> | |