

## Job Information Sheet

Job Title : **Warehouse Goods-In Operative**  
Department : Operations  
Reporting to : Operations Manager

### Job Purpose

WF Supplies provides a comprehensive range of products to the drylining and interior fit-out sectors. With over 5,000 stock items tailored to the needs of these sectors and an invaluable next-day direct-to-site delivery service, WF Supplies is perfectly positioned to ensure the success of every fit-out and drylining project.

The role is to support the movement of all goods into WF Supplies to their final picking locations including all warehouses and yard locations.

### Key Responsibilities

- Stock counting.
- Moving goods to their picking location.
- Replenishment of pick faces (location where products are stored).
- Unloading all supplier deliveries including collections from our own transport.
- Ensuring all products are booked in with accuracy.
- Movement of stock following popularity analytics.
- General housekeeping – including but not limited to emptying bins, facing up racks/shelves/leave pallets and recycling in the correct locations.
- Locating stock so that all walkways remain clear.
- Support picking, packing and loading couriers – networks, pallets and more.
- Loading WF Supplies lorries with the boxes and ensuring the building is left tidy.
- Other reasonable tasks to complete.
- Always ensuring a safe working environment.

### Skills & Experience

- Good attention to detail
- Forklift licence - desirable
- Warehouse experience
- Ability to work with all colleagues