



Department  
for Work &  
Pensions

# KICKSTART SCHEME

## Fulfilment and Warehouse Kickstarter

### Job summary:

To provide excellent support to our Warehouse and Fulfilment Team. This team play a key part in ensuring that goods are received and managed correctly and efficiently in our warehouse. They also make sure that these goods are delivered correctly and on time to our field colleagues in store.

- Working with our Goods In Team to process goods as they are received in our warehouse
- Supporting with stock management to ensure there is always an acceptable level of stock within our warehouse
- Picking and preparing products from the warehouse correctly and efficiently in preparation for delivery
- Processing goods that are ready to be delivered to ensure they arrive at the right destination at the right time
- Communicating with your colleagues to ensure you are able to deliver the best possible service in all areas of our warehouse
- Listening to feedback and then supporting in exploring new ways to relentlessly improve the Warehouse and Fulfilment Teams
- Taking the opportunity to grow, develop and thrive and support others
- Providing excellent customer service to all

### Essential Skills:

- Interested in warehouse and fulfilment processes
- Excellent communication skills and interpersonal skills
- Flexible and adaptable manner with plenty of initiative
- Able to manage own time and prioritise workload

### Work Details:

Monday - Friday 9:30am - 3.00pm, with a blend between office (Fenton, Stoke on Trent) and home working.