



<https://www.powerinspired.com/careers/production-warehouse-operative/>

## Production & Warehouse Operative

### Description

We are a growing engineering business based in Bicester. Our team is small and we take pride in providing power protection products to our customers and have a strict ethos that customer service extends to *aftersales* support.

We are seeking a hard-working Production & Warehouse Operative to join our small hard working team. The very nature of a small business means things can change quickly and as a team we need to respond to our customers and communicate with one another to ensure we achieve the desired outcome. To that end you will need to be reliable, articulate and a good communicator.

The ideal candidates will have previous experience of either working in a production or warehouse environment, however this is not essential as full training will be provided. An essential requirement is good physical health as our products can be heavy, manual handling is key to this role so you should be capable of standing, kneeling and crouching. You will need to have strong organisational skills with the ability to follow instructions.

Part of the role will be required to assist the installations team, working off site.

### Responsibilities

A can-do attitude towards problem solving and ensuring that daily tasks are completed is a must.

Picking and packing customer orders ready for despatch and liaising with haulage/courier contractors.

Pre-production organisation of stock, tools, test equipment and components and consequently clean up of equipment & work area at the end of each production/project build.

Production of PCBs and wiring assemblies, diagnosis and service of products.

Assisting with the placement; installation; commissioning; maintenance of UPS systems on client sites.

Liaise with the Operations Manager, Engineering and Administration team regarding inventory, customer order fulfilment, RMAs and technical support issues.

Adhere to and actively contribute to the quality management system.

Communicate as required with forwarders regarding arrival times, confirming consignment volumes and the efficient loading or unloading of pallets/consignments.

Helping the R&D team with ad-hoc duties such as testing and prototyping.

Service duties e.g. answering telephone calls, logging technical services issues and

### Employment Type

Full Time

### Job Location

Unit 122 Churchill Road, OX26 4XD, Bicester, Oxfordshire, United Kingdom

### Working Hours

Mon-Fri 9-5

### Date posted

16th January 2019

### Base Salary

£ 18000 - £ 22000

problem solving.

Carry out all administrative work & housekeeping-tasks relating to the production/warehousing administration.

Ensure stocks of pallets are maintained, bins are emptied and recycling and waste is handled in an environmentally conscious manner.

### **Qualifications**

- Good command of the English language both written and verbal, and ability to follow instructions.
- Clean driving licence
- Reliable with strong organisational skills, with a willingness to learn.
- Computer literate including Microsoft Excel.
- Flexible and adaptable attitude with an ability to work independently or as part of a small team.
- Able to manage multiple tasks simultaneously but ensuring attention to detail.
- Excel under pressure for deadlines and help the team stay organised.

### **Job Benefits**

In addition to a great team atmosphere, career development and advancement opportunities, we offer full-time employees 20 days annual leave + a longevity bonus. With a small team, you get to voice your opinions and make a difference to the organisation's culture.

Salary will depend upon experience, please include a covering letter.