

## VACANCY

# Warehouse Support Assistant / Product Reviewer

**Department:** Warehouse - Lakeside

**Reports to:** Production Manager & Deputy Production Manager

**Direct Reports:** None

**Designation:** Permanent

**Salary:** £8.22 (Step up rate to £8.29 when working as Product Reviewer)

**Hours:** 40 hours per week, Monday to Friday 8:15am to 4:45pm

**Benefits / Equipment:**

Annually 28 days holiday inc. Bank Holidays (224 hours)

Access to Newlife Pension Scheme

Staff discount, following 12 weeks service Health

Cash Plan at level 1, after 3 years' service

### **About Newlife:**

Newlife's mission is to save and change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help disabled children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website:

[www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

### **Post Summary:**

This Permanent role would suit those currently in a Product Preparation or Product Reviewer role who are looking to expand their skills

As Warehouse Support Assistant / Product Reviewer you will provide specific support to the Production Manager and the Deputy Production Manager and have responsibility for the movement and co-ordination of stock within the Warehouse. This role also ensures that instructions and directives are implemented both operationally and administratively. The post involves considerable physical movement of boxed stock, pallets, roll cages and garments throughout the warehouse and loading bay areas. When working in the Product Reviewer role, the role will involve data entry, assessing of garments for sale and saving recalled stock for donors.

Ability to switch between roles will be essential to ensure high levels of production in the department are maintained.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

***Essential Requirements:***

- The ability to carry out lifting of boxes, plastic euro and other similar crates and move roll cages, rails, tubs and pallets on a daily basis, which includes a significant amount of walking and standing, training will be provided for manual handling.
- Good, basic numeracy and literacy skills.
- Fast and accurate keyboard skills
- Prior experience of database inputting
- An eye for detail
- Ability to use initiative
- Confident and clear communication skills.
- Ability to prioritise workload.
- Ability to be flexible across several departments.
- Ability to apply skills and knowledge to the products being handled.
- Ability to be precise and detailed in your work as accuracy is very important.
- Motivation and ability to work on your own initiative but also be able to work as part of a team.
- A good work ethic, targets have to be achieved, so we can be profitable and achieve our aims.
- Ability to work overtime during busy periods.
- Good work ethic

***Desirable Requirements:***

- Previous warehouse experience
- Previous data entry experience
- Previous experience of working in retail in either a fashion or a home ware environment

***Primary Responsibilities:***

In respect of Newlife you will have responsibility for:

***Warehouse Support Assistant:***

- Follow instructions from managers/supervisors/charge hands on plans and tasks, such as stock rotation and stock to be assessed/processed.
- Clear floors and facilities throughout the day to ensure these areas remain free of rubbish and hazards in all areas of the warehouse.
- Consolidate stock appropriately and as instructed.
- Move roll cages as required in order to support the operation of the all warehouse staff in a safe and appropriate manner.
- Handle and store equipment and consumables as instructed
- Move waste/rubbish/recycling and any other items as required to the appropriate areas, disposal of waste in accordance with instruction and correct procedure.
- Ensure any stock is removed from sections that are destined for the Bridgtown warehouse and/or Hemlock way warehouse, the labelled accordingly ready for despatch
- Ensure warehouse Assessors/Processors have all resources available such as: stock to be assessed/processed, cages for recycling/off season/etc., hangers and any other items needed to conduct their role.
- Ensure that all paperwork & spreadsheets are filled in and accurate.
- Carry out daily audits of stock within the department
- Exchange processed stock into roll cages

### **Secondary Responsibilities:**

In respect of Newlife you will have responsibility for:

#### **Product Reviewer:**

- Identifying stock 'on hold' for donors to view and boxing up separately accordingly
- Identify goods not suitable for re-sale where training has been provided and separate from saleable goods.
- Initial sorting of products which will affect their forward usage including ensuring all garments and items are properly checked for faults and appropriate fault code logged
- Handling a wide range of products including fashion items, accessories, electrical and homewares
- Handling these products from their packaging into appropriate containers
- Lifting and examining the products and accurately and quickly recording key information using a keyboard and computer on to databases, in line with donor specifications.
- Liaise with the Site Manager and/or Deputy Manager regarding stock identified as recall or none customer returns

#### **Additional Responsibilities / Expectations:**

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

#### **Notes:**

All offers of employment will be made subject to satisfactory references being received. All Newlife roles are subject to a 6 months probationary period.

#### **Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.
- People at our heart - every day.

#### **Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

#### **To apply:**

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

#### **Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

