

Warehouse assistant

40 Full time - hrs per week

Lewis pies have been established for over 80 years and manufacture foods, selling products across the uk. Lewis pies offer a range of products to different customers from small retail outlets to servicing large national contracts.

The organisation is looking for an eager, capable individual to work as a part of a small team managing the movement of goods. You will be part of a team that help improve our business and will be supported by a management team that want you to succeed. The role will mainly (but not exclusively) include Warehouse/ freezer management, stock replenishment and raw materials ordering as well as monthly stock counts. You will liaise with production and sales team daily ensure that goods are sent out on time. You will require a fork lift license. Training will be provided for the right candidate.

Responsibilities:

- Receiving, inspecting and documenting goods inward
- Pallet building and loading goods outward
- Maintaining orderly pick areas and appropriate stock levels.
- Meeting production teams to understand stock requirements
- maintaining finished goods stock levels.
- Booking in transport vehicles
- Ensuring warehouse and site is a clean and tidy environment
- Reporting and maintaining warehouse stock levels
- Ensuring health & safety codes of practice and legislation are adhered, following company quality standards
- Load and off-load vehicles
- Helping the on site technical team adhere to the BRC site regulations
- Your team will be responsible for the good upkeep of the external areas.

About you:

Previous experience in a similar role

Experience of loading and off-loading vehicles in a safe and timely manner

Get in touch and if possible send us a copy of your CV to enquiries@lewispies.co.uk