Storeman position

Based in sheerness

MON-FRI- Full Time

Wage negotiable

We are a Commercial Gas Meter installer, we maintain, exchange, and install commercial gas meters for various suppliers.

We are looking for a Storeman to participate in our warehouse operations and activities. Storeman responsibilities include storing materials, picking, packing, and scanning orders. The goal is to increase efficiency, profitability and smooth running of engineers loading.

Storeman responsibilities include:

 - Preparing and completing warehouse orders for delivery or pickup according to schedule

 - Receiving and processing warehouse stock products

 - Performing warehouse inventory controls and keeping quality standards high for audits

 - Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)

 - Receive and process warehouse stock products (pick, unload, label, store)

 - Perform inventory controls and keep quality standards high for audits

 - Keep a clean and safe working environment and optimise space utilisation

 - Complete diary logs into inventory

 - Report any discrepancies

 - Communicate and cooperate with supervisors and co-workers

 - Operate and maintain preventively warehouse vehicles and equipment

 - Follow quality service standards and comply with procedures, rules, and regulations

 - Completes reports by entering required information.

 - Contributes to team effort by accomplishing related results as needed.

 - Communication with third party suppliers regarding collections/ownership of gas meters.

Requirements:

Proven working experience as a Storeman

Proficiency in inventory software, databases, and systems

Familiarity with modern warehousing practices and methods

Good organisational and time management skills

pallet truck experience

Teamwork

Coordination

Organization

Planning

Time management

Reporting skills

Inventory control

Documentation skills

Equipment maintenance

Data entry skills

Dependability

Microsoft office experience

Please send CV or enquiries to Simon@strmetering.com or Louise@strmetering.com