



JOB DESCRIPTION

JOB TITLE:	Warehouse Attendant
DIVISION:	Facilities
REPORTING TO:	Warehouse Supervisor

Summary:

The Warehouse Attendant is responsible for receiving and processing of stock and material for the Corporation's warehouse. He/She is required to organise and pack inventory in accordance with approved policies and procedures.

In addition, the incumbent is required to ensure a clean and safe working environment.

Education, Knowledge and Experience

- Three (3) CXC General subjects
- Possession of a valid Forklift drivers license's
- Basic knowledge of warehousing systems and related processes.
- Ability to write simple reports
- Customer Service training will be an asset
- Must possess a valid Certificate of Good Character
- At least 2 years' working experience in a similar or related position

OR

Equivalent combination of Qualification, Training and Experience

Key Duties and Responsibilities

- Organises, tags, labels and stores goods/materials in the warehouse in accordance with the inventory management system.
- Ensures that all inventory received by the warehouse is accurately recorded in the digitized inventory system.
- Liaises with the Warehouse Supervisor/Manager to retrieve and process goods required for distribution.
- Maintains a clean and friendly working environment in accordance to OSH policies and procedures at all times.
- Ensures that the necessary equipment (e.g pallet jacks) are in good working condition at all times.

- Brings to the attention of the Warehouse Supervisor/Manager in a timely manner the malfunction of any equipment.
- Loads goods/material onto vehicles for when necessary.
- Ability to lift heavy objects.
- Performs any other related duties as necessary.

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operates within Scope and limits of authority
- High degree of accuracy in preparing reports
- High degree of confidentiality
- Excellent communication skills

Key Behavioural Competencies

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team's success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Problem Solving

Is able to analyse data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit

Integrity: Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. sets good example, ethical conduct