Job Title Warehouse Operative

Location Hertford, SG13 7BH

Working Hours Full Time, 08:00-16:30

Start Date Immediately

Salary £25,000 per annum

**About the role:**

We have an excellent opportunity to support the Warehouse department as a Warehouse Operative at one of the UK’s leading print management companies.

Reporting to the SOP Manager, the focus of this role is to provide support within the workshop and warehouse. The successful candidate will be responsible for expediting the supply chain of all company products, including receiving shipments of products, storing, and managing inventory.

**Role responsibilities**

* Goods in and out – this includes receiving in the machine/accessory deliveries, sending delivery notes to SOP.
* General housekeeping of the warehouse/workshop
* Allocating stock for SOP where required
* Taking part in full monthly stock takes
* Audit preparation and actions
* Helping to maintain inventory levels and working with SOP to maintain a strong holding of required stock.

**Skills and experience you will need to succeed in this role:**

* A professional and positive attitude
* Strong communication skills
* Excellent time management and organisational skills
* An attention to details and commitment to accuracy

**What we offer**

* 25 days holiday (alongside annual bank holidays)
* A day off for your birthday
* Volunteering Time Off
* Company pension contributions
* Enhanced family friendly policies
* Life assurance
* Support from our Employee Assistance Programme (EAP)
* Employee discounts subscription with Perkbox
* Season Ticket Loan
* Cycle-to-work Scheme
* & much more!

**Who is Aurora?**

At Aurora, we are looking for talented and hard-working individuals who are dedicated to helping us grow, excel and be the best at what we do. We are a leading digital print solution provider in the UK and a highlight specialised business telecoms provider. We offer a consolidated product and service portfolio, which focuses on helping organisations to improve efficiency, increase productivity and reduce costs.

We have over 270 employees across 8 locations within the UK and our business is expanding and growing day by day, which makes this is an excellent time to join our growing team!

All employees must ensure compliance with the Company Health and Safety Policy, and all relevant other statutory Health and Safety legislation.

This job description may not detail some less major duties allocated to the post holder, nor cover duties of a similar nature, commensurate with the role, which may from time to time be reasonably required by the relevant manager.