

Junior Warehouse Coordinator - Job Description

Role Purpose:

To support the facilities management team and warehouse operating areas in delivering safe, effective, and efficient warehousing and inventory control in support of project delivery.

Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To plan and prioritise tasks, review and evaluate progress against objectives and investigate alternative scenarios.
- To identify and understand the requirements of internal and external customers and use creative thinking and problem solving to challenge assumptions, innovate, make new proposals, and build on existing ideas.
- To promote and ensure the application of quality standards relevant to the workplace and comply with the internal and external regulatory environment such as procurement, maintaining records, traceability & confidentiality.
- To share professional knowledge with colleagues and be responsible for own continuous professional development.
- To contribute to a culture of continuous performance improvement within the scientific and technical environment in alignment with company strategy and project deliverables.
- To provide support to the different CPI warehouses, learning the day-to-day requirements of the business and how the warehousing department impact this.
- To provide support through the warehouse co-ordinator, as required and able, to aid the different operational teams within CPI.
- To assist in the managing of compliance with the required safety, housekeeping, and quality systems, working closely with the Facilities Management and Warehouse teams. Develop an understanding of what an SOP is and how they are used to enable compliance and facilitate efficient operation.
- To develop an understanding of the flow of raw materials and consumables throughout the facility including goods in, warehouse storage, distribution to laboratories and goods out.
- To have an understanding of how to adequately package all items and parts for repair for safe delivery to the customer or vendors, assisting the warehouse co-ordinators in liaising with the various carriers used for delivery to customers.
- To gain an understanding of the different computer systems used within the warehouse environment and how they are used to enable the role.
- To assist in the review and uploading of materials and consumables into the appropriate systems so that all are allocated to the correct projects meaning that costs can be correctly captured.
- To assist with maintaining visibility of stock levels, continuous availability, correct labelling, location, and use of first in/first out principles.
- To develop an understanding of warehouse integrity, including accountability of all goods in/out movements so that inventory control is maintained.
- To assist in the review and maintenance of the warehouse and associated equipment (e.g., FLT, cylinder storage, laydown area, office areas etc.).

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- To ensure excellent communication (through support from the Facilities Management and Warehouse Teams), working positively with personnel throughout CPI in general, particularly with the technical teams and Procurement in order to provide an excellent level of service to the business.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
A minimum of GCSE Level 4 (or equivalent) in Maths or English.	Level 1 or 2 academic or vocational qualification in subjects related to warehousing.

Competencies and behaviours	
<p style="text-align: center;">Leadership (Core)</p> <ul style="list-style-type: none"> Respects and values the diversity of talents, skills, and backgrounds that others bring to joint projects / work. Has a positive influence on those in contact with. Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. Aligns own behaviours and actions to CPI's values, vision, and goals. 	<p style="text-align: center;">Decision Making (Core)</p> <ul style="list-style-type: none"> Within area of expertise recognises, identifies, and defines problems. Generates and evaluates alternatives, draws conclusion, and analyses risk. Takes timely and correct action using established methods to ensure effective solutions are implemented.
<p style="text-align: center;">Communication (Core)</p> <ul style="list-style-type: none"> Communicates in a clear and concise manner, covering all relevant points in a timely manner. Uses the appropriate route and format to communicate. Confirms understanding of others communication. Asks questions to understand other people's viewpoints. 	<p style="text-align: center;">Developing self and others (Core)</p> <ul style="list-style-type: none"> Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. Sets personal development goals and deploys strengths to achieve them. Takes responsibility for one's own performance and actions and invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities.

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Collaboration (Core)	Delivery (Core)
<ul style="list-style-type: none"> • Establishes effective working relationships with other colleagues. • Builds and maintains a network of internal and external contacts. • Actively seeks, values, and incorporates different views and ideas to broaden their perspective. 	<ul style="list-style-type: none"> • Plans, prioritises, and leads own area of work to deliver specified and agreed outcomes (time and standard). • Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. • Refers to lessons learnt from other projects/ tasks with related scope. • Acts with minimal supervision or direction. • Pays attention to detail and delivers accurate and high-quality outputs.

Knowledge and Experience:

Essential:	Desirable:
<p>Experience of using Microsoft Office Word and Excel.</p> <p>Ability to plan work on a daily basis.</p> <p>To be proactive in their approach to work tasks and have the initiative to consider all options before arriving at a conclusion.</p> <p>Be able to communicate effectively with a wide range of people in a variety of formats.</p> <p>Attention to detail and desire to complete work to a high standard.</p> <p>To show a professional attitude to work at all times, maintaining a high standard of time keeping, respect, and reliability.</p>	<p>Experience of working within a warehouse environment (1 Year+)</p> <p>Experience of supply chain management systems such as SAGE, SAP, Oracle.</p> <p>Knowledge of using Microsoft outlook and Sharepoint.</p> <p>Chemical material handling</p> <p>Valid Forklift truck licence</p>