

Job Description

Warehouse Op/Branch Assistant

Fortus is Europe's fastest growing Security & Fire Distributer, trading across the UK, Ireland & Netherlands within the key industry verticals of CCTV, Intruder, Access, Fire and Gate Automation products. We have a 14-branch network and are the only distribution Company in the sector to offer a complete "end to end" security solutions Group.

We are looking for a Branch Assistant on a permanent, full-time basis to join our friendly team in the Bedford branch. This is a key role as your focus will be supporting the Branch Director in all areas of sales & administration, as well as supporting the management of the warehouse. If you have strong customer service skills, experience in warehouse operations and enjoy working in a fast-paced environment and taking pride in a job well done, then this could be the career path for you.

The Role & Responsibilities:

- Ensure all deliveries are picked correctly and loaded safely prior to leaving the branch.
- General stock control of the warehouse.
- Receive deliveries and confirm against supplier documentation.
- Restocking stores with incoming goods.
- Dealing with product returns.
- Ensuring stock is clearly labelled and correctly located at all times.
- Trade counter support, dealing with all customer queries efficiently and professionally.
- Administration of customer orders, records & invoicing.

Knowledge, Skills & Experience Required:

- Experience working in a multi-branch trade counter business, ideally with an Electrical Wholesaler or Security Distributor.
- Experience working in a warehouse and with warehouse administration.
- Basic data entry and computer skills.
- Organised with an excellent attention to detail.
- Physically fit and able to comfortably lift 25kgs.
- Ability to work independently and as part of a team.
- Basic administration skills.

What we can offer you:

Our Branch hours are 8.15am to 4.45pm Monday to Friday, you will work 40 hours per week with an unpaid 30-minute lunch break.

- Competitive Salary dependent on experience

· Auto enrolment Pension Scheme

Must hold full UK driving license for delivery cover as and when required.

No Agencies Please - We thank you for your interest in working with Fortus Group, however, we will not pay fees or acknowledge any CV's supplied to Fortus Group unless you have been briefed on the role by our HR Team.

Job Type: Full-time