

Warehouse Assistant

Job Description



OVERVIEW

The Warehouse Assistant will report to the Warehouse Manager. Within the warehouse and storage facilities, the Warehouse Assistant will be responsible for: packaging, loading and unloading material including drums, IBCs and ISO tanks. Work activities include: operating a forklift, chemical packaging, bulk chemical transfers, trailer loading, etc. In addition, the Warehouse Assistant will uphold quality standards as well as conform to ISO 9001 policies and procedures. This position requires familiarity with ISO and Responsible Distribution. On-site there is a drumming line, repackaging, blending and transport operation.

RESPONSIBILITIES AND DUTIES

- **Work with all departments in the business**
 - Ensure optimum service levels to customers and a smooth process flow within Kemito.
 - Maintain Kemito's high service levels and excellent reputation in the market place.
 - Provide efficient warehousing of stocks to optimise fluid processes and inspections of physical conditions of warehouse and equipment.
 - Follow all safety, environmental, and quality policies and procedures. Handle all materials safely and according to plant procedures.
 - Track and report performance on Safety, Quality and Productivity.
- **Drumming operations**
 - Filling from bulk into drums and IBCs.
 - Carry out palletizing, strapping and labelling.
 - Manage packaging materials.
 - Ensure that there is always sufficient stock holding for fulfilment.
- **Electric and steam heating of ISO containers, drums and IBCs**
 - Repackaging: filling from drums and IBCs into bulk ISO containers.
 - Blending: manually filling specified quantities of liquid materials into the reaction vessel or mix tank according to the batch instructions.
 - Pumping: bulk liquid from an ISO container into another ISO container.
- **Equipment and systems operations**
 - Operate various process equipment such as pumps, motors, agitators, steam heating systems and valves.
 - Use and maintain floor and portable scales.
 - Rotate product within the Inventory Management System when new product is received.
 - Verify final package weight and ensure that product meets customer specifications.
 - Correctly use safety equipment.
 - Keep equipment and work area clean and organized.
 - Ensure correct reporting and take part in the continuous improvement process.
 - Pick orders according to the picking bill, product code and lot number.
 - Ensure a smooth flow of documentation in and out of the warehouse.
 - During absence, ensure that tasks assigned to the Warehouse Assistant are adequately covered by trained personnel. The Warehouse Assistant is responsible to communicate and work with the Warehouse Manager to ensure the workload is adequately managed.

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EXPERIENCE AND QUALIFICATIONS

• Experience

- Previous experience working in a manufacturing or warehouse environment is preferable.
- Competent computer skills including:
 - Using the internet and email.
 - Application skills in MS Excel, MS PowerPoint, MS Word.
 - Maintain high standards of housekeeping.
 - Be willing to complete computer-based training to comply with Health, Safety, and Environmental requirements and policies.

• Personal characteristics

- To have planning and organisational skills.
- To be solution driven and able to work under pressure.
- To have a sense of urgency.
- To be a strategic thinker and process minded.
- Languages: English and other languages are preferable.

• Skills

- To be cost effective in the utilisation of Kemito's resources, thereby contributing to its profitability.
- To understand and adhere to all tasks, departmental, site, as well as company safety rules and standards.
- To assist in maintaining a safe working environment.
- To ensure health and safety measures are in place and managed as per statutory requirements.
- To be able to respond quickly to customer concerns.

• Qualifications

In order to move material to and from trucks and tanks within the warehouse and storage facilities, and to be able to operate hoists, conveyors, pumps and other handling equipment, the following are mandatory:

- Forklift operator certificate.
- Valid driver's licence.

To apply for this position, please contact Simon Mason by email, including your:

- Contact details.
- Curriculum vitae.
- Available start date.

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