JOB DESCRIPTION

Role Summary

Job Title	**Warehouse Operative**
Reports to	**Warehouse Manager**
Location	**Sandycroft, Deeside**
Hours	**Full Time**
Salary	**National Living Wage**
Closing Date	**Applications will be reviewed as they are received**

About Kingsway CLC Trust

Kingsway CLC Trust exists to equip the Church and reach the world. We do this by providing trusted, Bible-based resources and by using every purchase to support mission projects across the globe. This dual mission sits at the heart of everything we do:
Spreading the Word. Reaching the World.

Formed through the merger of Kingsway Trust and CLC UK in 2019, the Trust serves churches, ministries and individuals throughout the United Kingdom while also supporting the wider ministry of CLC International, which operates in over 40 countries around the world through bookshops, publishing, distribution and digital ministry.

Purpose of the Role

To support the efficient operation of Kingsway CLC Trust's warehouse by accurately receiving, storing, picking, packing and dispatching products, ensuring customers receive their orders on time and to a high standard while contributing to a safe, organised and effective warehouse operation.

Kingsway CLC Trust is a Christian organisation, and we ask all members of our team to demonstrate an understanding of and respect for the Christian values and ethos that shape our work and the way we serve others.

Key Responsibilities may involve

- Pick and pack customer orders accurately and efficiently.
- Prepare orders for dispatch to meet daily collection deadlines.
- Receive, check and put away incoming deliveries.
- Replenish warehouse stock locations as required.
- Carry out stock checks and assist with inventory accuracy.
- Maintain high standards of housekeeping throughout the warehouse.
- Operate warehouse equipment safely and responsibly (training provided where required).
- Report damaged stock, equipment faults or health and safety concerns promptly.
- Support colleagues across the warehouse during busy periods.
- Follow company procedures relating to health and safety, quality and security.
- Undertake other reasonable duties that support the effective running of the warehouse.

KINGSWAY CLC TRUST
Unit 5, Glendale Avenue
Sandycroft
CH5 2QP
01244 455 700
contact@kingswayclctrust.com
www.kingswayclctrust.com
Registered Charity in England & Wales 265612
Registered Company in England & Wales 1093879

Person Specification

Essential	Desiarable
Reliable, punctual and dependable.	Previous warehouse, picking or packing experience.
A positive attitude with a willingness to learn.	Experience using warehouse management systems or handheld scanners.
Good attention to detail and accuracy.	Forklift licence (or willingness to undertake training).
Able to work well as part of a team.	
Good organisational skills and able to manage workload effectively.	
Physically able to undertake manual handling and warehouse duties.	
A commitment to maintaining a safe working environment.	
Flexible and adaptable.	

This job description outlines the principal duties of the role and is not exhaustive. Duties may be amended from time to time following consultation with the postholder.

Please send your CV, a covering letter (maximum two pages) and reference details to hr@kingswayclctrust.com by the closing date. Early applications are encouraged and will be reviewed as we receive them. We reserve the right to close the vacancy early if a suitable candidate is found.

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