



## **Warehouse Operative.**

Office Furniture Remanufacturing Company

Rype Office, a rapidly growing and award-winning office furniture remanufacturer based in High Wycombe, is seeking a full-time permanent person to work in our warehouse & remanufacturing facility.

Your principal duties will include stock movements and inventory management. We have a great team of talented staff who are very good at their jobs who respect and support each other, and you will become part of this supportive team.

### **Location:**

The role will be based at Rype Office's premises in High Wycombe.

### **Salary:**

Competitive and dependent on experience.

### **Position:**

This is an exciting opportunity for someone who wants variety of work, is a good team player, is able to work independently, and most of all, takes pride in their work. We are looking for an energetic, hand-on person with good attention to detail.

### **Key Responsibilities:**

- Responsible for working inventory including:
  - Receiving, storing & retrieving inventory in accordance with our remanufacturing facility methodology
  - Preparing orders for delivery, including picking, packing and palletising
- Accurately and efficiently record inventory transactions into the stock control system
- Keeping the facility a clean and safe place to work for everyone to enjoy

The role can be labour-intensive, particularly when loading and unloading trucks/vans, you will need to be comfortable lifting up to 20 kg repeatedly.

To be chosen for this role, you will be reliable and hardworking, with a flexible can-do attitude. And share our interest in recycling and reducing waste.

### **Key attributes:**

Requirements of the candidate:

- Basic numeracy and literacy skills
- Good verbal and communication skills
- Flexible
- Team player
- High levels of accuracy
- Attention to detail
- Be well-presented and polite and considerate of others

**Desirable (but not essential):**

- Previous experience in furniture repair, manufacturing, building trades or furniture fitting
- Licence to operate a Flexi, Bendi (articulating) forklift truck

**Essential:**

- Eligible to work in the UK
- Previous Warehouse experience
- Forklift Truck License
- Inventory management experience

**To Apply:**

Send your application, comprising a cover note explaining why you are suitable for this role and your CV, to Georgette at [brent.works@brent.gov.uk](mailto:brent.works@brent.gov.uk)