

## JOB ADVERTISEMENT

<b>Job Holder:</b>	
<b>Job Title:</b>	Warehouse Assistant
<b>Department:</b>	CTD Glasgow
<b>Location:</b>	Glasgow
<b>Reporting to:</b>	
<b>Job Description</b>	
<p><b>Overall Goal:</b></p> <p>To ensure that all work procedures are adhered to in a safe manner whilst maintaining a high quality of work, working towards set deadlines and targets in the most efficient and productive way.</p> <p><b>General Responsibilities &amp; Brief</b></p> <p>(The duties listed below are not listed in any order of priority or importance and are not intended to restrict or prioritise the activities of the working day):</p> <ul style="list-style-type: none"> <li>• Picking orders of bolts/nuts/washers as per any customer requirements</li> <li>• Packing Bolts into specific bag quantities using counting scales</li> <li>• Ensuring the correct parts and batches are being packed</li> <li>• Assembling Nuts and Washers onto Bolts</li> <li>• Reporting any discrepancies to Supervisor/Manager</li> <li>• Any other jobs required within reason towards the role/department</li> </ul> <p><b>Key Role Objectives</b></p> <p>To deliver business/functional results, whilst developing and working towards the strategic core competencies and acting in the spirit of the company values (<i>START: Safety, TeamWork, Accountability, Respect and Trust</i>)</p> <p><b>Hours of Work</b></p> <p>Monday to Thursday 8:30 – 17:00 Friday 8:30 – 14:45</p> <p><b>Rate of Pay</b></p> <p>Meets National Minimum Wage</p>	