



Job Description

Job Title:	CTD Warehouse Assistant Glasgow
Location:	Glasgow
Reporting to:	Warehouse Manager
Job Description	
<p>Overall Goal</p> <p>To handle movement of goods from incoming to storing and shipping out for orders whilst maintaining good house keeping</p> <p>General Responsibilities & Brief</p> <ul style="list-style-type: none"> • Receiving and checking off incoming goods do quantity and dimensional checks before booking into EFAC's and physically putting goods away • Report any discrepancies of goods received by raising non conformance and placing into quarantine area in accordance with CTD procedures • Manage general stock control maintaining a F.I.F.O system and reporting any batch or quantity discrepancies to maintain an accurate inventory • Managing incoming stock transfers and stock replenishment for CTD Glasgow warehouse and remote warehouses • Manufacture parts as per works order instructions • Loading and unloading of vehicles • Picking and packing of orders and creating and printing off labels as per customers' requirements • Dealing with trade counter customer • Operate forklifts and pallet jacks • Maintain a neat and clean warehouse • Adhere to safe working environment as per CTD Health and Safety Policy • Understand and follow CTB communication Strategy always • Any other duties for which you are deemed capable of by Warehouse Manager. <p>Key Role Objectives</p> <p>To pack, stock, organize and rearrange products in warehouse and despatch orders in a timely manner</p>	