



## **Materials Handler (Grade 6)**

Two permanent vacancies have arisen for Materials Handlers within our Logistics Department. The Successful candidates will be involved in the following activities:

- Load and unload vehicles in accordance with company procedure
- Load preparation and checking
- Pick kits or parts according to work order or pick list
- Issue parts to machine shop and production in line with the Plan
- Put product away in relevant stores or warehouse location
- Pack parts in accordance with packing instructions, including sub contract
- Prepare seal kits and other spare parts for shipment prior to packing, in line with agreed processes
- Labelling of product
- Unpack and decant product
- Enable replenishment process of lineside and Kanban stock
- Allocate product to sales orders
- Collect defect product from factory and process RTS
- Execute required SAP transactions for; booking in, picking, packing and standard stock movements
- Execute WMS transactions
- Daily 5s
- General forklift truck driving
- Work within KPM UK safety policy and procedures

Activities will include:

- Required to attend relevant job training as organised by Logistics Team Leaders and / or training department e.g. manual handling, Crane Training, Forklift truck Training

The successful candidate should have a valid Counterbalance Fork Lift truck certificate, previous experience in a warehousing role, the ability to work as part of a team, good basic verbal and numeracy skills, be proactive and willing to learn.

If you require further information please contact the Human Resources & Training Department for a full job description.

Please apply in writing, enclosing an up to date CV, to the  
HR & Training Manager ([mhomer@kpm-uk.co.uk](mailto:mhomer@kpm-uk.co.uk)).