

# Moving Up On

Supporting East Sussex residents, living in supported and temporary accommodation, to secure an apprenticeship or employment, and permanent housing.

**Employer:** Howdens

**Job Title:** Warehouse Person

**Location:** Eastbourne and Lewes depots

**Salary:** £15,000

**Application closing date:** 18<sup>th</sup> Feb 22

## What is the job?

Howdens operate an 'in stock' business through all their depots. The Warehouse Person is responsible for effectively maintaining the stock, complying with health & safety regulations, and providing a high level of customer service.

The job involves a range of key tasks:

- Dealing with customers in a courteous, professional, and knowledgeable way
- Maintaining general housekeeping duties within the warehouse including stock rotation, cleanliness, tidiness and compliance with Health & Safety guidelines
- Carrying out security and compliance checks on all incoming stock and outgoing orders while adhering to stock management guidelines to ensure accuracy
- Carrying out daily checks on the forklift truck and other mechanical equipment and report all defects to the Depot Manager.

## What skills do I need? *The top 3 skills for this post are:*

1. Being able to communicate well, this means you can build and maintain good relationships with customers
2. Demonstrating you have good organisational and planning skills; this means you can prioritise work and you may have had experience of meeting deadlines
3. Being vigilant; this means that you pay excellent attention to detail and can see potential hazards in an environment

## What attributes or other qualities do I need? *Top 3 attributes for this post are:*

1. You are a team player and enjoy working as part of a team and in a face paced environment
2. You have good communication and organisational skills, and are proactive
3. You are committed to your own personal development and training



### What else does the job offer?

- Training provided by in house Learning & Development Team
- 24 days holiday
- Team incentives and outings
- Staff discount on Howdens products

### How do I apply?

To apply please send a CV and cover email to [Apprenticeships@howdens.com](mailto:Apprenticeships@howdens.com) and include Moving On Up in the subject line.

This position is being offered through the Moving On Up programme. You must be referred by a keyworker or other professional.

To find out more about this post and the extra support offered to help you apply, including how to access bursary payments: [movingonup@sussexcommunity.org.uk](mailto:movingonup@sussexcommunity.org.uk).

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