

Warehouse Replenishment Assistant

Liberty Wines is one of the most dynamic and fastest-growing wine companies in the UK, supplying a wide range of premium wines to all sectors of the trade including restaurants, regional wine merchants, multiple grocers and specialists. This growth has been driven by the quality of our wines, our service and our people.

An opportunity has arisen for a full-time Warehouse Replenishment Assistant to join our busy Stock Control team. Reporting directly to the Stock Controller, the role will have responsibility for the following:

Main responsibilities:

- Accurately putting stock away into correct locations from our daily stock replenishment using handheld barcode scanners
- Responding to any internal stock requests
- Reporting any stock discrepancies and variances
- Receiving deliveries and landing the stock
- Helping to manage the preparation for annual stocktakes
- Working with the Stock Controller on continuous improvement and implementation of new ideas
- Daily bulk stock put away
- Contributing towards team KPIs

Additional responsibilities:

- Picking and preparation of orders for despatch using handheld barcode scanners
- Vehicle loading and unloading (by hand and forklift)
- Maintaining service standards and ensuring work processes are followed and monitored for improvement
- Working in accordance with Company Health and Safety policies and procedures
- Any other reasonable tasks as required

Key skills:

- Flexi forklift licence desired but not essential
- Excellent accuracy and attention to detail
- Able to work unsupervised and plan own workload
- Computer literate (Outlook, Excel, NAV)

Hours:

- 5am to 2pm, Tuesday to Friday, and 8am to 2pm Saturday (40 hours per week)

Salary & benefits:

Salary is dependent on experience with the following:

- Discretionary personal bonus of up to 5% of basic salary based on performance against key objectives
- Participation in discretionary Company bonus scheme
- 25 days including Bank Holidays
- Stakeholder pension scheme/travel insurance
- Discounted wine



LIBERTY WINES

Located in Clapham North, south-west London, and Investors in People accredited, Liberty Wines is an award-winning company which offers excellent opportunities for training and development alongside a great working environment.

Please apply with covering letter and CV to warehousejobs@libertywines.co.uk

www.libertywines.co.uk



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