



Job Description – Forbes and Lomax Ltd

Title: Warehouse Assistant

Full Time Position (35 Hours a week) Start immediately.

Reports to: Stock Room Manager, Clapham Junction.

Based at: Forbes and Lomax Ltd, St John's Hill, London, SW11.

Start Date: Immediate

Starting Salary: £18k

Job purpose:

We are currently looking to take on a warehouse assistant to assemble our products and to assist the team in everyday stock room tasks. We handle components which, when assembled, produce high quality light switches and sockets which we sell to a wide market both in the UK and abroad.

Key responsibilities:

- Assemble Forbes and Lomax products.
- Loading and unloading suppliers' vans
- Assisting sending orders out – Courier preparation
- Assist in moving & Organising stock.
- Assist in receiving, moving, checking and storing incoming goods.
- Quality control - Particular eye to detail is most important as you will be quality checking the components arriving from supplier while you assemble.

Skills:

- Team Player
- Efficient and productive
- Excellent communication skills
- Eye for detail and quality
- Dependable and dedicated.

Please email gemma@forbesandlomax.com with your CV and covering letter.

(May 2021)