

Storeperson

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Company: Metso

Location: Henderson

Category: transportation-and-material-moving

Join an industry leader and make a positive change in the sustainable use of the world's natural resources. Together, we will transform the business and drive the industry toward a greener future.

At Metso, you will be supported by our inclusive culture and a network of colleagues from around the world. With us, you will embark on a personal growth journey and are encouraged to realize your potential. This is your invitation to rise above the possible.

Introduction:

This position is responsible to ensure the warehouse is maintained in an orderly and tidy manner. The applicant requires relevant experience in warehousing and working with industrial equipment. Exposure in operating crane/forklift will be a plus point. Possession of forklift permit will be an asset.

What you will do:

Receipt and dispatch goods in accordance with Company procedures.

Print ID cards for items requiring storage.

Place items in correct allocated location using forklift if needed.

Pick parts according to the pick list given by workshop.

Complete shipping record.

Organize transport from customer specification.

Organize internal stock transfers when required.

Ensure information on delivery dockets, consignment notes and labels are complete and correct before goods leave the warehouse and or before carrier pickups are arranged.

Essential – Computer skills – Word, Excel etc. SAP experience would be advantageous.

Ensure all goods are sufficiently packaged to prevent damage during transit.

Ensure deliveries are made as per office instructions and notify the customer immediately if there is a problem with transport pickup.

Ensure correct goods are received by cross checking against documentation such as purchase orders, delivery dockets, consignment notes etc.

Ensure all paperwork for the receipt and dispatch of goods are correctly entered

Ensure the warehouse and facility yard is maintained in an orderly and tidy manner to maintain high level of stock control.

Who you are:

At least 2 years relevant warehousing experience working with industrial equipment and parts.

Knowledge and experience in safe work practices.

Good planning and organising skills to meet deadlines.

Basic communication skills including reading.

Ability to read and interpret basic technical drawings.

Basic mathematical ability.

What you will get:

We offer you a challenging and responsible role in a global organization. You will have superb colleagues who go beyond the usual standards to help each other out, making sure our sustainable solutions are delivered as promised. We have a multi-cultural working environment and modern way of doing things. In this role you have a portfolio which enables the growth of your own professional role and competence

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