

# Job Description

## Warehouse Operative Apprentice

### Short Description

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We are looking for an enthusiastic, motivated individual to join our warehouse team as an apprentice. This is an exciting opportunity for someone passionate about building a long-term career with progression opportunities within the company. The main requirements of this role are a willingness to learn, a proactive attitude, and the ability to use your initiative. As a Warehouse Operative Apprentice, you'll join our experienced team and learn the ropes of the role. You'll get hands-on experience in a supportive environment, develop practical skills and gain theoretical knowledge.

### Full Description

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The role of the Warehouse Operative Apprentice at Gbics.com Limited is a crucial one. You will play a key part in the team and will need to uphold the high standards of work that we expect from all our employees.

We are looking for a self-motivated individual with a strong work ethic and great attention to detail. Your ability to maintain a high level of organisation while effectively prioritising tasks will be essential in excelling in this role.

Main duties will include:

- Loading and unloading, goods in and out.
- Picking, packing and despatching customer orders with care and precision
- Testing of goods in, inline with the company process.
- To take personal responsibility for maintaining a safe and tidy warehouse
- Maintaining correct stock location
- Continued stock checking at all times to ensure correct stock count and location accuracy.
- Ensuring daytime security of site
- Maintaining the tidiness of the immediate area around the site and parking area.
- Adhere to company policy and work in line with the Company Quality Management System at all times.
- This role requires an element of heavy lifting, supported by manual handling training

At Gbics, we are committed to fostering your growth and development throughout your apprenticeship journey. With a culture of openness, honesty and responsibility, we expect a high level of commitment from all employees but in return we provide an enjoyable working environment that rewards excellence, honesty and mutual support. We focus on building strong relationships, sharing knowledge and achieving success.

## Skills Required

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- Reliability
- Time management and the ability to work to deadlines
- Ability to prioritise tasks
- Proactive
- Excellent communication skills both written and verbal
- Ability to work in a fast paced environment
- A team player
- Ability to work independently
- Ability to follow instructions
- Attention to detail
- Positive attitude

## Number of Positions Available

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1

## Apprenticeship Standard and Level

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Supply Chain Warehouse Operative - Level 2

## Annual Salary

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£11.4K for first 3 months. £16.6K after 6 months. £20.8K on completion and fulltime contract.

## Working Week

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Monday to Friday: 9am to 5.30pm

1 hour lunch break.

## Holiday Entitlement

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20 days holiday PA moving to 25 on completion and full-time contract

## Additional Information

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You will need to be able to travel to and from the office each day so please make sure you have looked at the commute time to ensure this is reasonable and practical.

This role will require an element of heavy lifting, which will be supported by comprehensive manual handling training for your safety and well-being

## Future Prospects

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At Gbics we don't just offer a job, we offer a career path. We understand the potential in every individual, and we are committed to nurturing that potential. For the right candidate, upon successful completion of your apprenticeship, there will be an opportunity for a full-time position within our company.

As your skills and experience grow, so do your career opportunities.

We're looking forward to supporting someone at the start of their career.

## Benefits

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20 days holiday plus bank holidays and Christmas break

Enrollment into company pension scheme

Enrollment into private medical cover (full-time contract)

Free on-site parking