

Job title	Stores Operative
Reporting to	Senior Operations Manager
location	Kirkby In Ashfield
Job summary	<p>Svella Connect is a leading provider of telecoms and digital infrastructure, building and installing high-speed broadband networks to help connect businesses and residents with full-fibre internet. With depots in Warrington, Leeds and Kirkby In Ashfield, Nottinghamshire, we are a leading contractor for telecoms and internet providers such as Virgin Media and Openreach – and carry out a range of projects across Yorkshire, Midlands and the North West.</p> <p>Our vision is to be the employer of choice in the industry by investing in long-term growth, introducing technology, innovation and developing efficient ways of working to ensure excellent service for our clients and their customers.</p> <p>An opportunity has arisen for a Stores Operative to assist us at our Kirkby In Ashfield depot.</p> <ul style="list-style-type: none"> • To oversee the general operations of the yard and warehouse, ensuring stock is available in a timely manner and deliveries are unloaded and booked in. • Bills of materials are prepared and ready for site cable gangs. • Ensuring general cleanliness of the yard and warehouse • General admin including liaising with suppliers and employees regarding deliveries / collections • Assisting with the management of the stores counter (collections, orders and walk ins etc). • Helping to run internal stores including placing orders, receiving orders, chasing originators of orders, putting stock on shelves, GRN's, and keeping store tidy. • Manage waste/skips in the yard • Escorting visitors around the premises. • Checking invoices against delivery notes • Updating the internal system with receipt, issue, and reconciliation of stock. • Weekly Teams calls with the client to manage the logistics of the materials. • Forklift truck experience <p>You will have the ability to work in a logical, systematic manner, be honest, reliable and dedicated to ensure the department runs smoothly.</p>
Skills, qualifications and experience required	<ul style="list-style-type: none"> • Knowledge of warehouse operations and processes • Knowledge of telecommunications products advantageous • Excellent verbal and written communication skills • Ability to anticipate and solve problems • Excellent organizational skills and attention to detail • Warehouse experience • Experience of Microsoft office packages, mainly excel, word, outlook • Proficient with data entry and inventory software and systems • Aisle master forklift qualification would be advantageous
Salary & Benefits	<p>Salary - Competitive</p> <p>Benefits include:</p> <p>Pension 3% employee contribution/5% employer</p> <p>20 days holiday plus statutory</p> <p>Training and ongoing development</p>

	Health Care (Vitality)
Applications	<p>All applications in writing, including full CV to: recruitment@svellaconnect.com or please visit our candidate portal via our website https://www.svellaconnect.com/careers</p> <p>At Svella, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.</p>