



**DELIVERING TOMORROW'S  
SECURITY TODAY**

## **Warehouse Assistant**

**Salary: Dependent on experience**

**Location: Cardiff**

**Contract: Full-time, Permanent**

### **Who we are:**

Oprema is the fastest growing UK distributor of CCTV, access control, intrusion, fire and networking products. We've worked hard to become a Fast Growth 50 company, and we're proud to be the UK's premier Dahua distributor. We also carry over 50 other market leading brands, such as Advanced Electronics, Apollo, Comelit, Controlsoft, Flir, Galaxy, HID, Hochiki, Milestone, Morpho, PAC, Paxton, Pyronix, Samsung, Texecom, Vanderbilt, Videx and Xtralis.

Unlike some distributors, we don't just shift boxes. Our approach is consultative – we help our customers through the provision of training, access to our expert technical team and design of bespoke solutions.

### **The role:**

As a Warehouse Assistant, you would be required to support and assist the Warehouse Manager and Operations Director to achieve the operational and customer service objectives of the business.

### **The Job:**

- Receiving incoming goods, booking-in and adding to stock in the warehouse.
- Picking and packing goods for delivery.
- Loading and unloading goods from vehicles.
- Stacking goods in the correct storage bays, following inventory control instructions.
- Examining products to verify conformance to quality standards.
- Upon occasions, you may be required to work outside of your contracted hours

### **Must haves:**

- Good language and reading skills; basic computer skills (Outlook/Emails).
- High degree of attention required to prevent injury to others; promote a safe work environment.
- Good record keeping skills.
- Ability to work in varying temperatures, depending upon season.
- Ability to work in a very high-pressure environment.
- Ability to work as part of a team and will have a 'can do' attitude.
- Experience of using hand held devices and scanners in a warehouse environment is advantageous



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**What we offer:**

- Competitive salary
- 25 days' rising to 27 days upon completion of 3 years' service, plus bank holidays
- Group pension scheme
- Childcare Vouchers
- Cycle to Work Scheme
- Taste Card
- Gym membership Scheme
- Team Building Events
- Hot and cold drinks onsite

**How to apply:**

If you would like to apply for this position, please request an application pack. You can do this by emailing [Natasha.owens@oprema.co.uk](mailto:Natasha.owens@oprema.co.uk) or telephoning us on 02920 641 509.

If you have any queries regarding the post, please contact Michael Russell, Warehouse Manager on 02920 641 509.

The closing date for applications is **Friday 8<sup>th</sup> June 2018 at 4pm**. Please submit your completed applications marked Private and Confidential to [Natasha.owens@oprema.co.uk](mailto:Natasha.owens@oprema.co.uk), or by post/in person to:

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