



Become part of our SWARCO team as

# Warehouse Operative

**Location: Hemel Hempstead, United Kingdom | Full time**

## Your Challenge

This is an exciting opportunity for a Warehouse/Stores Operative to join our very busy team based in Hemel Hempstead. We are looking for a proactive and organized Warehouse Operative with strong knowledge of computer systems to join our team. In this role, you will be responsible for managing stock, processing orders, and maintaining inventory systems using warehouse management software. The ideal candidate should have the ability to work independently, solve problems, and ensure the efficient operation of warehouse processes. We are looking for someone who will thrive in the stores environment and who is not worried about rolling up their sleeves and getting stuck in!! If this sounds like your type and role, and you have the determination to develop and learn new skills, and the ability to remain calm under pressure. We want to hear from you. In the role you will be working as part of the APT Skidta team who deal with our parking arm of the business

You must live within a commutable distance of our office/stores in Hemel Hempstead Industrial Estate.

### Your Challenge

You will be required to cover the core hours of the business between 0800 and 1700, Monday to Friday, on a rolling shift basis with the other operatives. As a Warehouse Operative, your main role will be to control the handling of all materials through the Stores area including and not limited to:

- Utilize warehouse management systems (WMS) or inventory software to track and manage stock
- Process incoming and outgoing shipments, ensuring accurate data entry in computer systems
- Independently pick, pack, and dispatch orders in line with company standards
- Monitor inventory levels and assist in cycle counts and stock audits
- Troubleshoot minor issues with warehouse software or equipment and report technical problems
- Ensure accurate and timely documentation of all transactions and activities
- Maintain a clean, organized, and safe work environment
- The receipt and inspection of all goods
- Storage of stock by location
- The issuing of stock against the appropriate documentation
- Packaging goods for dispatch
- Forklift driving (don't worry if you don't have a licence yet, we will provide the training)
- Assist in workshop duties as required, both as general help and overall learning towards flexibility in both areas

## Your Profile

- Proficiency with warehouse management systems, Microsoft Office (Word, Excel), or other inventory software
- Experience with IFS would be an advantage
- Strong attention to detail and problem-solving skills
- Ability to work independently and manage workload efficiently
- Good organizational and time-management skills
- Strong verbal and written communication skills
- Previous experience in a similar warehouse role
- Basic troubleshooting skills for computer and IT-related tasks
- Experience and understanding of computerised stock control
- Forklift driving licence (desirable, but not essential)

- Ability to work both as part of a small team and unsupervised
- Good communication skills
- Positive “can do” attitude
- Right to live and work in the UK at time of employment

## Your Benefit

As well as providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- 25 days holiday with bank holidays in addition
- Your Birthday off
- Overtime available
- Employee discount portal
- Generous employer pension contributions
- Employee Assistance Programme
- Life assurance

### Interested?

**Apply Today!** We will acknowledge receipt of your application and be in touch if you are successful.

**Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.**

We have a responsibility to ensure that all employees are eligible to live and work in the UK, therefore successful candidates must have the right to work in the UK by the start of their employment. **Please note that Swarco Smart Charging are unable to provide UK Visa Sponsorship.** We are an equal opportunities employer.

*Agencies, please note, that should we require recruitment agency involvement, **we will contact the agencies on our PSL**; we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company for a role we have not actively engaged with you on, you should be aware that they have no authority to enter into an arrangement with you and we will consider the CV a gift! We will not be liable for any payment you charge in relation to it.*

#LI-GB1

Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

**SWARCO Smart Charging**  
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*Information on processing of your personal data is available [here](#).*