



Capito has been a leading provider of IT services and solutions since 1990. We are a team of enthusiastic and highly skilled people, committed to delivering high-quality services to our commercial and public sector customers.

As a growing organisation, we are always interested in professional individuals who believe they can make a positive impact on our business.

Our customers are at the heart of what we do and our highly motivated people work in a team environment in a fast-paced, dynamic industry.

We pride ourselves on our values:

- **Positive**
- **Listening**
- **Flexible**
- **and Reliable**

If these resonate with you, we'd like to hear from you.

WAREHOUSE OPERATIVE



The Warehouse Operative role is to assist in the smooth and efficient running of day-to-day warehouse tasks. It's about working as part of a team, undertaking general warehouse duties, and supporting various departments in the organisation.

Routine daily duties:

- Receive goods from delivery vehicles
- Check received goods are in accordance with delivery paperwork
- Labelling goods in accordance with Capito procedures
- Moving goods within the warehouse and build environments as operational requirements determine
- Pick goods from warehouse locations in accordance with documentation provided
- Preparing goods in readiness in for despatch
- Data Input onto Capito Databases
- Maintain a clean & safe working environment

Key skills required

- Good standard of English, written and verbal
- Attention to detail and high level of accuracy
- Working knowledge of MS packages, Word, Excel, Outlook, bar scanning
- Understand and demonstrate Health and Safety requirements including Manual Handling techniques
- Fork-lift experience

Personal Skills:

- Good work ethic
- Ability to take leadership where required
- Willingness to learn and develop skills
- Flexibility in working hours