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## **Full Time Job Vacancy - General Assistant**

Location: Kelvedon, Essex

Working Hours: 0800 – 1700 Monday – Friday

Start date: As soon as possible

### **About us and the role**

Kelvelec Electrical Supplies Ltd is an established Electrical Distributor based on the outskirts of Kelvedon. We supply our national customer base with electrical equipment on a next day service utilising the courier and haulage network. Industry specific knowledge is not required and training will be provided.

Reporting to the Operations Manager, we have an exciting opportunity for a new full time and permanent General Assistant to join our small friendly team working 40 hours a week in our warehouse.

In addition to the competitive salary the successful candidate will enjoy 28 days annual leave (including bank holidays) plus additional time off over the Christmas shut down. We also provide uniform and safety footwear. There is ample free on-site parking.

For this new member of our team the duties and responsibilities include, but are not restricted to:

- Accurate order picking, packing & labelling.
- Receiving and processing stock deliveries.
- Maintaining a clean and safe working environment.
- Adhere to Health & Safety regulations.
- Customer & supplier liaison when familiar with the business.
- Processing customer returns.

### **The candidate**

- Experience of this or a similar role is preferred but not essential. However, an enthusiastic can-do attitude and willingness to learn are.
- The candidate would be methodical, logical and have a practical approach to tasks.
- Computer literate with experience using Microsoft Windows and desire to learn our inventory system.
- Ability to work in a fast-paced environment.
- Good organisational and time management skills.

Whilst we are located close to Kelvedon we are 1.5 – 2 miles from the nearest public transport and therefore recommend you have your own means of transportation.

If you would like to learn more please call Matt, Alex or Bob on 01376 572 084.

We look forward to hearing from you!