



Job Specification: Warehouse Assistant

Salary: 6000 PLN per month



The Company

Fileder is an ambitious and forward-thinking company who are experts in the filtration industry since 1981. Following Brexit in 2022 Fileder branched out into Europe with new warehousing and office facilities in Poland, covering some 2000m² of warehouse space. With turnover in Poland already set to exceed £5 million and stock holdings of £2 million, this decision has proved both strategically and financially beneficial.

As independent specialists in advice and supply of liquid filtration and treatment products, our filtration solutions are installed in some of the world's best-known brands, including Coca-Cola and McLaren. We provide our services to sectors ranging from food and beverage manufacturers, pharmaceutical, engineering, automotive, beauty, aquatics and healthcare, and take pride in being **'easy to deal with'**. We have gained a reputation for excellence with our global business partners, which is further enhanced with our stock holding, technical support, external account managers, training and laboratory facilities available along with our excellent customer services.



The Fileder Group



40 years
as experts in
filtration



4500 customers
across the UK & Europe



£6 million
of stock held



97%
of orders despatched
the same day



20 years
of ISO 9001
Certified

The Person

Fileder is looking for a positive energetic thinking individual who is ready for the challenge of a busy warehouse role to fulfil the everyday duties of pick, pack and despatch whilst maintaining a well-presented warehouse. Someone who has high attention to detail, a love of tidiness, basic computer literate and logical thinking.

The role of a Warehouse Assistant can be physically demanding too and, whilst equipment aids manual handling, good levels of fitness and dexterity are needed.

Being a collaborative team member goes without saying as well as having good inter-personal and communication skills and, as Fileder's Head Office is based in the UK, the ability to speak and read English.

The skillset:

- Good interpersonal and organisational skills
- Professional manner
- A can-do attitude and willingness to learn
- Capable of taking on a variety of warehouse challenges and processes
- Required to pass pre-employment, periodic, and routine health checks
- Eligible to work in Poland
- Ability to speak and read English

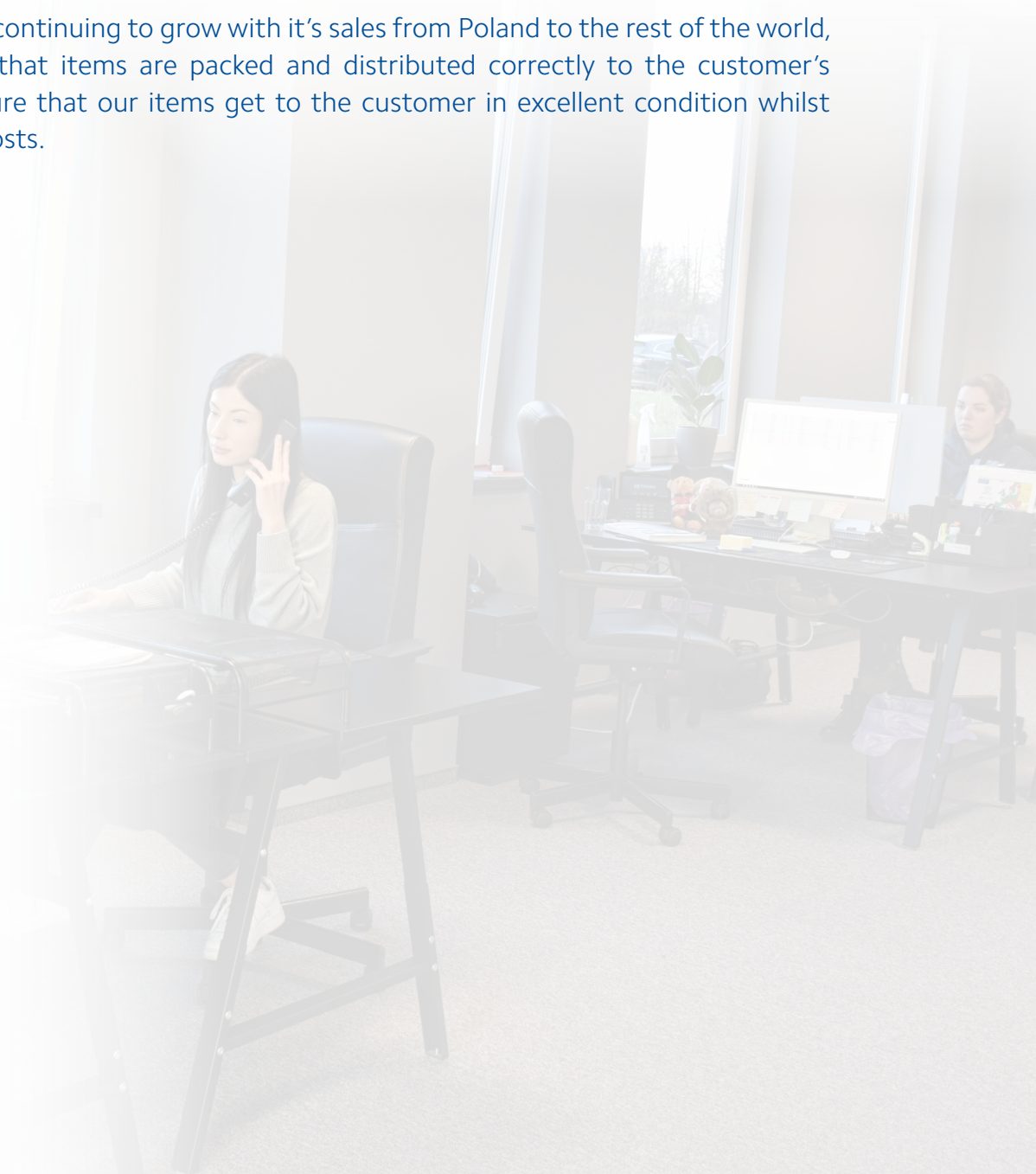


The Role

The modern and well-maintain warehouse facility is sufficiently stocked to deal with the ever-growing requirements of our customers across the world.

This role brings with it key factors to be followed in order for the Warehouse Assistant to be successful:

- **Environment:** Maintaining the standards set by Fieder of a tidy and well-organised warehouse need to be met, whilst ensuring Health & Safety is paramount in all activities to allow for efficient and safe working.
- **Goods In:** With an ever-growing flow of stock coming into the warehouse from our global suppliers, it is vital that this role receives the stock correctly. Processes are to be followed to uphold the requirements Fieder places on suppliers via quality and quantity checks, along with the computerisation of receipt and the raising of any relevant non-conformances.
- **Stock holding:** Products are kept in locations within the warehouse based on their type and sales. Over time, certain products and quantities may be introduced/increased therefore locations need to be changed to accommodate the change of stock coming into the warehouse, to ensure that it fits with the ethos of efficient working.
- **Despatch:** Fieder is continuing to grow with it's sales from Poland to the rest of the world, therefore it is vital that items are packed and distributed correctly to the customer's timescale, making sure that our items get to the customer in excellent condition whilst minimising freight costs.



The Responsibilities

- Having a keen eye for detail, taking pride in the goods coming in and going out
- Pick stock required to fulfil sales orders and production orders.
- To accurately update computer records and paperwork as soon as possible on receipt of goods
- To inspect items to comply with company standards and make sure non-conformances are raised with the UK Technical Team
- Supporting the UK Technical Team on detailed inspections and other pertinent requirements to goods inwards
- To ensure the accurate delivery and quick storage of goods received
- To consistently prepare the warehouse in readiness for deliveries, such as containers
- To assist with the efficient and neat storage of all products, keeping them in a clean, protected and secure location, readily available and accessible
- To manage the efficient storage and stock checking of products in the warehouse.
- To undertake stock checks as and when demand requires and as directed by the Warehouse Supervisor
- To be aware of possible new and previously reported product non-conformances and report findings, accordingly, following non-conformance procedures and highlighting these non-conformances to the Warehouse Supervisor
- To work as part of a team, being flexible to achieve results demanded and maintain high standards set
- To clean and maintain the standards within the warehouse
- To ensure the efficient and accurate despatch of goods, from the correct product and quantity selection (post-picking), through to the preparation of goods properly and securely for shipment
- Select best use of box/pallet and freight service to ensure goods reach the customer in the same standard as leaving the building
- Prepare, record and collate information correctly relating to despatch and carrier documentation
- Attention to detail and correct processes are followed to ensure that errors are kept to a minimum, and the quality of goods leaving the warehouse is to a high standard
- Ensure that tools/accessories required to successfully despatch goods is monitored with any low stock reported to the Warehouse Supervisor
- To ensure working areas are kept clean and tidy and to maintain an efficient and neat storage of all packing materials, readily available and accessible
- To report any ideas, concerns or problems to the relevant personnel, in particular the Warehouse Supervisor or Operations Manager
- Overtime is expected when required and flexible with times
- To work in accordance with the Company's health and safety policy, selecting the correct personal protective equipment and adopting safe working practices whilst manually handling products and stock
- To carry out any reasonable instructions given by management for the benefit of the Company e.g., assisting in other areas of the warehouse

Time and Physical



Warehouse - 85%

- Receiving stock
- Stock counts
- Equipment management
- Post picking checks
- Prepare goods for warehouse

Area Management - 10%

- Keeping warehouse equipment organised
- Maintaining a clean and tidy warehouse area
- Recording non-conformances via supervisor

Other - 5%

- Team and company meetings
- H&S, equipment and general training
- Work with the whole warehouse team – e.g. container days

NOTE: Approximate calculations, but all depend on work demands and business needs.

Additional Activity

Heavy lifting: above 12kg (women) / 30kg (men) (Permanent staff) **20%**

Repetitive work (Same physical movement for 30mins+ consecutively) **10%**

PPE required **50%**

Low exertion manual work **90%**

High exertion manual work **0%**

Hot/cold environments within the year **50%**

Walking - 65%

Standing - 30%

Step climbing - 5%



NOTE: Disclosure is required pre-employment if candidate feels they are unable to fulfil these duties to allow reasonable adjustments to be considered prior to offer or continued employment. Failure to disclose medical information (or any other relevant information), as requested, constitutes grounds for dismissal. Polish Labour Code requires OHS Training and medical assessment, which could make the offer conditional.

Polish Facility

Fileder Filter Systems Sp z o.o.

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The Headquarters

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www.fileder.co.uk



The Package



Fileder Poland Benefits*

0-3 Months →	Meal vouchers for eligible employees
3 Months →	Eye tests & glasses contribution • Contribution towards Multisport Cards Referral bonus • Contribution towards foreign language lessons
1 Year →	Celebrate your 1 Year Workiversary with a well-being voucher to the value of 300 zł • Attendance bonus • Increased contribution towards foreign language lessons • 100% payment of Multisport Cards
	5 Years Long Service pending...

* Non contractual and subject to change without notice.

While main office hours are 08:00 to 16:30, warehouse hours are 08:00 to 17:00, both departments can vary depending on business needs. Employees can enjoy a variety of perks offered and with the knowledge that excellent professional growth and development opportunities are available and encouraged.