

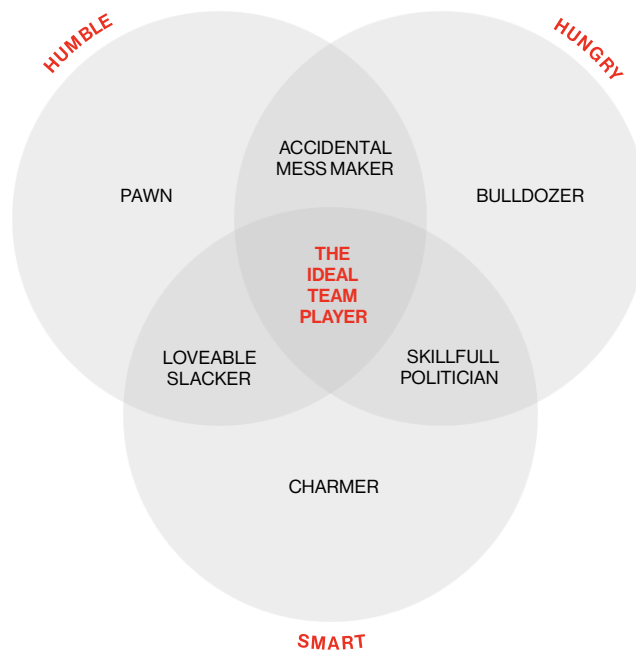
Job Title	Goods In & Stock Control Operative
Department	Warehouse
Reports To	Warehouse Manager
Salary	Call: +44 1524 734040 or Email: compliance@castleindustrial.com
About Castle Industrial	Castle Industrial Supplies Ltd is a well-established supplier of industrial packaging products and machinery, based in Carnforth. With a strong reputation for quality, service, and innovation, we are on an ambitious journey to grow our business from £20 million to £30 million turnover. As part of this exciting phase, we are looking for a Goods In & Stock Control Operative to support the company's growth ambitions.
Position Statement	We are seeking a reliable and detail-oriented Goods In & Stock Control Operative to support the efficient handling, storage, and management of packaging materials. This role is key to maintaining accurate inventory levels, ensuring quality control of incoming goods, and supporting smooth warehouse operations.
Key Responsibilities	<ol style="list-style-type: none"> 1. Goods In Duties <ul style="list-style-type: none"> - Receive, unload, and inspect incoming deliveries against purchase orders and delivery notes. - Check goods for damage, discrepancies, or quality issues and report findings promptly. - Accurately book in stock using internal systems. - Label and allocate stock to appropriate storage locations. 2. Stock Control <ul style="list-style-type: none"> - Maintain accurate inventory records using warehouse management systems. - Conduct regular stock counts and cycle counts to ensure inventory accuracy. - Investigate and resolve stock discrepancies. - Monitor stock levels and highlight low or excess stock to management. 3. Warehouse Operations <ul style="list-style-type: none"> - Ensure safe handling and storage of packaging materials. - Maintain a clean, organised, and safe working environment. - Assist with picking, packing, and dispatch when required. - Follow all health and safety procedures and company policies.

Key Skills & Attributes	<ol style="list-style-type: none"> 1. Hungry, humble, smart – see page 3 for a detailed overview . <ul style="list-style-type: none"> - <u>Humble</u>: Focus on others, share credit, and define success collectively. - <u>Hungry</u>: Self-motivated, results-oriented, and always looking for improvement opportunities. - <u>Smart</u>: Emotionally intelligent, aware of team dynamics, and skilled in collaboration. 2. Forklift license (desirable but not essential). 3. Previous experience in a warehouse, goods in, or stock control role preferred. 4. Strong organisational skills with an attention to detail. 5. Basic IT skills (experience with inventory systems is an advantage). 6. Good organisational and time management skills. 7. Ability to work independently and as part of a team. 8. Strong and effective communication, including verbal and nonverbal. 9. Ability to work under pressure, manage workloads and resolve issues effectively. 10. Flexibility to manage and adapt to change. 11. Positive attitude in challenging situations. 12. Professional, ethical, and collaborative. 13. Reliable and punctual. 14. Adaptable, proactive, and solution-oriented. 15. Commitment to maintaining high standards of work.
Compliance Expectations	<ol style="list-style-type: none"> 1. Show care for company assets. 2. Respectful of all staff at all times. 3. Punctual, reliable, loyal and honest. 4. Respect the company's values and uphold the company mission statement. 5. Demonstrate professionalism and reliability in all interactions and tasks. 6. Act as a brand ambassador, embodying the company's mission and values in all external communications. 7. Promote teamwork and collaboration, creating a positive work environment that fosters trust and mutual respect. 8. Abide by the Castle Code of Conduct set out in Section 2 of the company Handbook.
Other Details	<ol style="list-style-type: none"> 1. Competitive Salary (Based on Experience) 2. Training & Development Opportunities 3. Supportive Team Environment 4. Warehouse based role involving manual handling and standing for extended periods. <p>Hours: Monday - Friday Hours to be confirmed</p> <p>Location: Carnforth, <u>Warehouse Based</u></p>

This Position Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at the discretion of the management. As a general term of employment, the Company may make any necessary changes in job content, or may require the post holder to undertake other duties, at any location in the Company, provided that such changes are appropriate to the employee's remuneration and status.

Here, at Castle Industrial, we look to hire employees based on three characteristics: Humble, Hungry, Smart. Author and business management expert, Patrick Lencioni, says it comes down to these three characteristics. We don't expect 100% in each of the three categories, but we are looking for a candidate to demonstrate these characteristics and impart these values in their department.

<p>Humble This is the most important. Humble people put any arrogance to one side and focus on others. They can acknowledge their own weaknesses, share credit and "define success collectively rather than individually."</p>	<p>Hungry This is about having a strong work ethic and getting results. Hungry team players are willing to take on what is necessary for the good of the team and business. They are generally self-motivating - always thinking about the next step and the next opportunity.</p>	<p>Smart This isn't just about intellect. It's about emotional intelligence. Smart team players are aware of others on the team and are good at active listening. They have good judgment and intuition around group dynamics.</p>
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<p>The accidental mess-maker Hungry and Humble (but not smart) Means well but ends up creating a bigger mess for others on the team to clean up or rubs people the wrong way due to their lack of empathy/ social skills.</p>	<p>The skillful politician Hungry and Smart (but not humble) Everyone's friend and always knows the right thing to say, very ambitious, but doesn't think of the team, only themselves and getting ahead.</p>	<p>The loveable slacker Smart and humble (but not hungry) Cares about their colleagues and technically competent, but only does exactly what is asked - nothing more. Is rarely proactive in seeking new areas of work or opportunity</p>
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