

Job Role: Warehouse Co-ordinator

Salary: £14.67 -£16.23 dependant on experience

30 to 37 1/2 hours a week (overtime available in accordance with business needs)

Permanent position

Narthex Sparkhill is a registered charity based in Birmingham since 2003 to support individuals and families experiencing hardship.

Sparkhill food bank is one of the largest in the UK operating 5 satellites in Birmingham all fed from our central warehouse in Tyseley.

Following the opening of the Narthex Food Hub we have an exciting opportunity for a Warehouse Co-ordinator.

The main duties of the role are:

- Inventory management
- Order Fulfilment
- Shipping and receiving
- Warehouse Operations
- Safety and compliance
- Staff and volunteer supervision
- Reporting and documentation

The ideal candidate will have experience of:

- working in a warehouse environment
- stock rotation
- staff/volunteer supervision
- using a forklift and hold a current forklift license
- Documentation of food safety standards
- Compliance with GDPR regulations
- A full uk driving license is essential for this role

Opening hours of the warehouse are 7am – 4pm, candidates would need to flexible to work within these times. There may be additional evening and weekend work to meet the needs of the company.

If this sounds like you please send your cv to linda.smith@narthex.org.uk to apply.