



Job Title:	Warehouse Assistant
Department/Team:	Operations - Warehouse
Reports To:	Warehouse Supervisor
Location:	Chiswick Avenue, Mildenhall (full time on site)
Date:	June 2026

Job Purpose

Assist with warehouse operations and stock management within the business as well as preparation and handling of incoming and outgoing goods.

Key Responsibilities

Health and Safety

- Adhere to all health and safety practices across the shop floor.
- Actively participate in Toolbox Talks to ensure compliance with safety legislation, processes, and policies.
- Promptly report any health and safety concerns, incidents, or accidents to the relevant stakeholders.
- Maintain and ensure proper use of all Personal Protective Equipment (PPE), reporting defects and identifying additional PPE needs where required.

Warehouse and Stock Management

- Act as key point of contact for customer interactions related to goods, ensuring professional service and resolution of any issues.
- Assist with the end-to-end process of receiving deliveries, ensuring all goods are thoroughly checked against paperwork, receipted accurately on the stock management system, stored appropriately in correct location and delivered promptly to relevant stakeholders when required.
- Assist with the preparation of goods and loading and unloading of lorries, ensuring efficiency and safety standards are met.
- Assist with tooling management, including issuing, logging, and ensuring the availability of tooling for operational needs.
- Ensure tooling is stored appropriately and returned in good working order after use.
- Proactively monitor stock levels within production, collaborating with the Warehouse Supervisor, Production department heads and the Purchasing team to ensure timely reordering and avoiding disruptions to operations.
- Assist and conduct with routine stock takes, ensuring accurate data collection and input into the stock management system.
- Assist with quality checks on received goods, liaising with the Quality team and other department heads to address defects or concerns.
- Ensure operational areas, including the yard and goods-in section, are consistently clean, organised, and compliant with safety standards.
- Support with continuous improvement initiatives in the warehouse and in stock management systems, helping to identify and implement enhancements to improve accuracy, efficiency, and transparency.



- Build and maintain strong relationships with internal and external stakeholders.

Other:

- Be an ambassador for JKH's brand and values - demonstrate the company values through behaviour and ways of working:

Integrity - *Act with honesty and deliver on promises. Maintain strong moral principles at all times regardless of who is watching.*

Accountability - *Safety is the priority, don't cut corners. Everything is done to the highest standard and always look for what can be improved. Take ownership of tasks and do not walk past a problem expecting the next person to deal with it.*

Collaboration - *Co-operate with others to achieve team goals. Treat everyone with respect and provide support where you can.*

- Undertake any training and development as required by the business.
- Attend meetings as required by the business.
- Undertake ad hoc projects as required by the business.
- Any other duties as required by the business.

Knowledge, Experience and Technical Skills

- Extensive experience working in a fast-paced production/manufacturing environment contributing to the delivery of high-quality products.
- Experience supporting stock control processes, including tracking, handling, and maintaining accurate stock levels, with a working knowledge of stock management systems and scanning equipment for order picking and transfers.
- Demonstrated ability to deliver exceptional customer service to customers, suppliers, colleagues, and other stakeholders.
- Proficient in MS Office packages, including Outlook, Word, and Excel.
- Possession of a B1 Forklift License essential, B2 licence preferred.
- Excellent communication skills, strong attention to detail, and ability to follow instructions and guidance effectively.
- A proactive continuous improvement mindset, with the ability to identify and implement process improvements.
- An enthusiastic, engaged attitude with a commitment to contributing to the growth and success of the business.
- Knowledge of safe warehouse/store operations, including the handling, loading/unloading, and storage of goods (including pallet racking).

Person Specification

Lead by Example:

- Lead by example, demonstrating JKH's values of Integrity, Accountability, and Collaboration in every aspect of your work.

Team Player:

- Cultivate strong, effective relationships with all stakeholders, working collaboratively towards team and business goals.



- Be flexible, adaptable, and open to cross-departmental working, taking on a variety of tasks as needed.

Continuous Improvement Mindset:

- Consistently seek opportunities for improvement in processes, efficiency, and quality.
- Be proactive in identifying and addressing issues before they become major problems.

Accountability and Responsibility:

- Take ownership of tasks and responsibilities, ensuring timely and high-quality completion.
- Address concerns and problems clearly and objectively, maintaining a focus on solutions.

Commitment to Quality:

- Deliver consistently high standards of work, with attention to detail and a commitment to excellence.
- Show enthusiasm and engagement in helping JKH grow and succeed.