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Vacancy preview

Apprentice Warehousing Operative

CARAVAN STUFF 4 U LIMITED

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Brief overview of the role

If you are keen to learn and would like a job role with variety, this apprenticeship could be ideal for you. Time will be split between organising delivery and items ordered via the online shop and serving customers face to face in the shop.

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Closing date

27 Apr 2017

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Apprenticeship summary

Working week

Monday - Friday 08:30-17:30

Total hours per week: 40.00

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Weekly wage

£160.00

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Expected apprenticeship duration

15 months

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Possible start date

15 May 2017

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Apprenticeship level

Intermediate Level Apprenticeship

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Reference number

VAC001180533

Vacancy description

Duties to include;

- Serve customers in shop when necessary
- In put stock
- Liaise with customers and communicate effectively
- Learn to receive and distribute stock
- keep warehouse neat and tidy
- Gain basic knowledge of our merchandise to understand customer requirements
- Phone customers to clarify requirements and deliveries as appropriate
- Follow all Health and Safety procedures
- To study toward an NVQ and certificate in Warehousing, including Maths & English Level 1 if this has not already been achieved
- Take part actively and productively in your own learning experience, you will be required to show initiative
- To deal with telephone enquiries, ensuring all messages are passed to staff in a timely manner
- Answer general queries to the office
- Draft and prepare documentation in various formats, as and when required, in order to respond to correspondence or produce documents as requested

- Data entry, this will be done by inputting data on to various computerised data bases to enable records to be kept up to date and ensure the accuracy of the data
- Create and maintain effective working relationships with other members of staff and customers

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Requirements and prospects

Desired skills

- Team player
- Able to use own initiative
- Maintain confidentiality
- Good communicator
- Literate
- Numerate
- Can work independently
- Good IT skills
- Good telephone manner
- Asks for help when unsure
- Able to follow instruction

Future prospects

An excellent opportunity to progress within the business upon the successful completion of this apprenticeship.

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Personal qualities

- Willingness to learn
- Reliable
- Conscientiousness
- Enthusiasm
- Pleasant and caring manner when dealing with people

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Qualifications required

3 GCSEs (or equivalent) to include IT.

Maths and English GCSE (or equivalent) is desirable

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About the employer

Employer

CARAVAN STUFF 4 U LIMITED

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Description

An online one-stop shop for caravan equipment.

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Address

Unit 12

Hanley Workshops

Hanley Swan

Worcester

WR8 0DX



Training provider

Training to be provided

Certificate in Warehousing and Storage Level 2

Certificate in Storage and Warehousing Principles Level 2

Functional Skills Mathematics Level 1

Functional Skills English Level 1

Employment Rights and Responsibilities

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Training provider

HEART OF WORCESTERSHIRE
COLLEGE

Contact

Jake Price

01905-743439

Apprenticeship framework

Warehousing and Storage

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apprenticeships@howcollege.ac.uk

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