

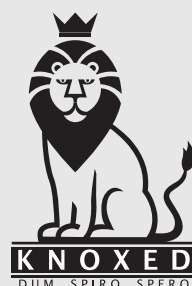
POSITION

WAREHOUSE OFFICER

DURATION

FULL TIME

LOCATION

KIDLINGTON - OXFORDSHIRE**ABOUT US**

Knoxed is a leading online retailer of media and electronic accessories. We design, manufacture, retail and support our own range of cables, HD products and devices. Our headquarters are based in the UK, but our global operations also rely on our offices in Berlin (Germany), Pune (India), Hong Kong and China.

We are a fast growing company and require committed, creative and hardworking individuals to join our team. We founded our company on the belief that there is a real potential for providing a great product at a great price with excellent before and after sales support.

We have over the years remained committed to providing our clients with quality, customised service at competitive prices and it is this business model that has allowed us to expand and grow.

GENERAL SUMMARY

At Knoxed we are looking for a **Warehouse Officer** to join our front-end customer support team.

Overall Responsibility: Managing over-all running and daily tasks in the warehouse

KEY AREAS OF RESPONSIBILITY

- Packing Royal Mail (First Class, Signed For, International Signed For, International Standard and Special 24), Parcelforce, FedEx and DPD orders
- Picking Royal Mail, Parcelforce, FedEx and DPD orders
- Picking, packing Amazon FBA and Berlin orders
- Monitoring and reporting stickerless items to the Warehouse Manager
- Organising the warehouse
- Taking part in weekly stock checks

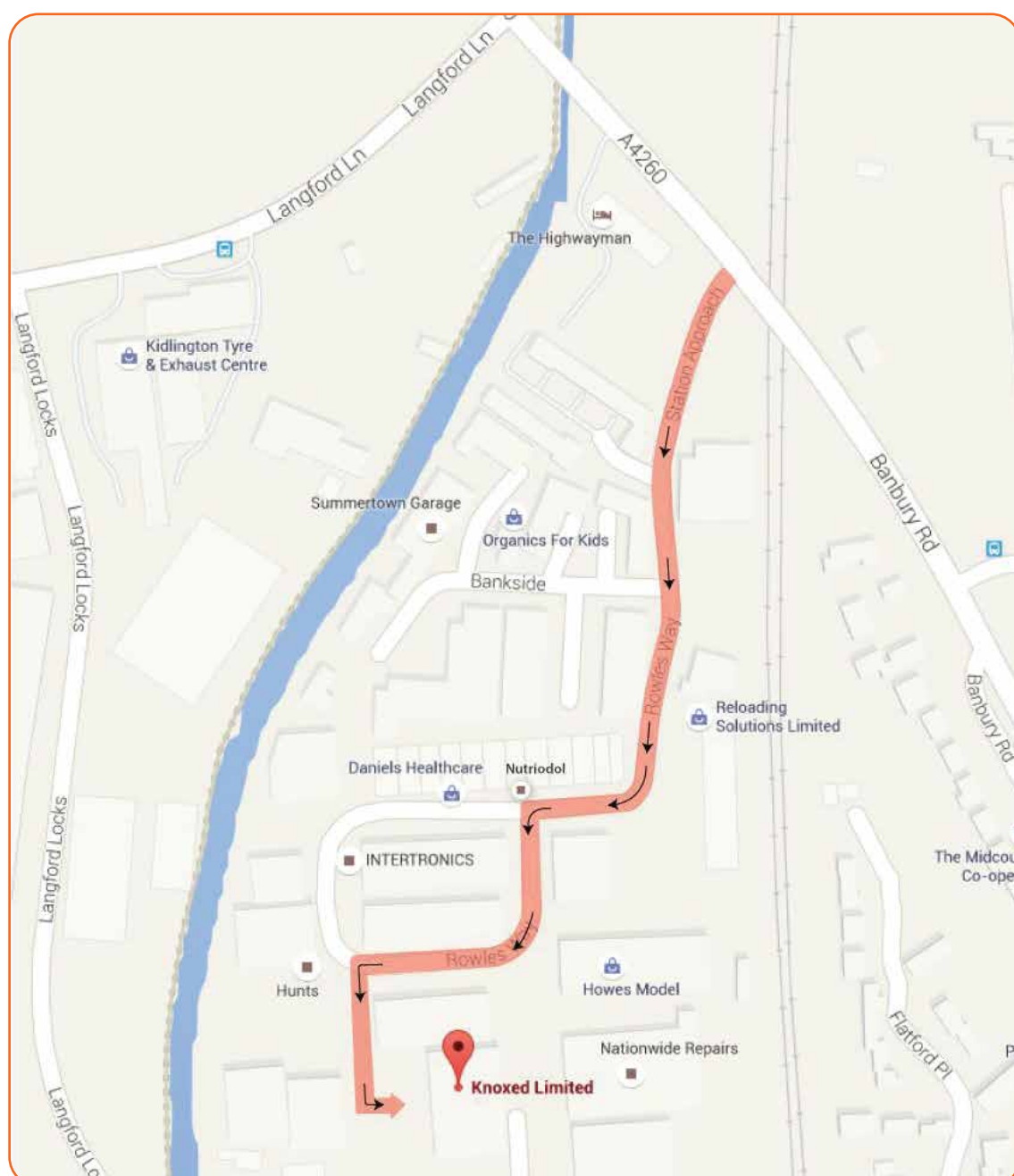
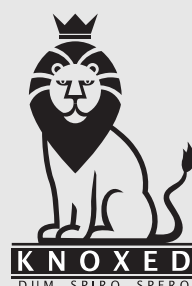
Knoxed Limited, Unit 15 Station Field Industrial Estate, Station Approach, Kidlington, OX5 1JD, United Kingdom.

Website : www.knoxed.com | E-mail info@knoxed.com | Telephone: +44 (0) 1865 856900 | Fax: + 44 (0) 1865 376600

Registered In England No : 5200584

- Monitoring the inventory of Royal Mail, Parcelforce, FedEx, DPD and other essential supplies
- Weighting Royal Mail bags and counting the packages every end of the day
- Sorting out the Royal Mail dispatch book
- Order fulfilment and warehousing for Morris & Green
- Assist other members of staff if necessary

SALARY: £15,000-£16,000 PER ANNUM (DEPENDING ON LEVEL OF SKILLS)



We are new in the Industrial Estate so it can get difficult to locate us. Please use these directions to reach us: Once you enter the Station Field Industrial Estate, keep heading straight downwards onto Station Approach and further down onto Rowles Way as it turns to the right. As you see 'Nutriodol' on your right, make a left turn (on the one way system) and then an immediate right. As you see 'Hunts' in front of you, please make a left turn and go past the white and yellow fenced gates to enter the parking lot for Knoxed Limited.

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