



## **Crafting Excellence Together: Join the Ooznest Team!**

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### **RECRUITMENT PACK**

### **Position: Stock & Fulfilment Operative**

This document includes the following information:

- Job Description
  - Person Specification
  - Additional information
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### **JOB DESCRIPTION – Stock & Fulfilment Operative**

#### **Join Our Dynamic Fulfilment Team – Take Ownership of Stock and Keep Operations Flowing!**

Are you organised, methodical, and thrive in a fast-paced, hands-on environment?

If so, we're looking for a proactive, detail-oriented individual to play a key role in managing our stock and supporting the smooth despatch of quality products.

#### **Who We Are & What We Do**

Ooznest is not just a group of employees; we're a close-knit unit, with a 'can-do' attitude dedicated to fostering a culture of involvement, innovation, and excellence.

We're more than just a company selling products; we're a team dedicated to providing solutions that power projects through our aluminium extrusion systems, mechanical parts, customisation services, and components kits.

Our Fulfilment Team plays a crucial role in making it happen – ensuring stock is well-managed, orders are fulfilled accurately, and products are dispatched efficiently to our customers.

#### **What You'll Be Doing**

As a Stock & Fulfilment Operative, you'll be hands-on across key stock processes - from receiving and checking deliveries, managing inventory and stock locations, to picking and packing orders. Each day will offer variety and responsibility.

You'll be central to the smooth running of our operations as part of our busy Fulfilment Team - supporting fulfilment activities and the wider business by keeping stock accurate, organised and ready to move to reach our customers. It's a chance to take ownership and develop skills to make a real impact.

#### **What Makes You a Great Fit?**

This position is ideal for someone who enjoys hands-on work, takes pride in keeping things organised and accurate, and thrives in a fast-paced environment. As part of a small and supportive team, flexibility is key—you'll need to be adaptable and ready to switch between stock tasks and fulfilment duties to help us meet our shared goals. Your attention to detail and proactive mindset will be essential in maintaining smooth operations, making this role both varied and rewarding.

Some things you will need to be:

- Enthusiastic about contributing to a cohesive team effort
- Proactive and ready to take on new challenges
- Organised with a strong attention to detail
- A reliable team player, happy to support and elevate your peers
- Looking for a role with variety, ownership, and opportunity to grow

**What You'll Get in Return**

We believe in creating an environment where our team members feel valued, supported, and motivated to grow. Here's what you can expect when you join us:

- A collaborative and supportive work environment
- A diverse range of tasks to keep you engaged and learning
- The opportunity to develop a broad skill set in manufacturing and despatch
- The satisfaction of being part of a team that takes pride in delivering excellence

**Ready to Make a Mark?**

If you're excited by the idea of taking ownership of stock, supporting fulfilment, and getting involved in all areas of our unique business, we'd love to hear from you to become our next Stock & Fulfilment Operative.

**Main duties/responsibilities/accountabilities**Stock Management Responsibilities

- **Goods In Handling:** Receive and process incoming stock deliveries, ensuring accuracy, quality, and timely intake.
- **Stock Booking:** Accurately book stock into the internal inventory system, maintaining up-to-date and reliable records.
- **Quality Control:** Carry out checks on incoming goods to identify and report any faults or inconsistencies.
- **Stock Checks & Takes:** Perform regular cycle counts and assist in full stock takes to maintain inventory accuracy.
- **Stock Organisation:** Arrange and maintain stock locations to maximise space and picking efficiency.
- **Barcode Management:** Maintain stock labelling and barcoding systems for effective stock identification and tracking.
- **Discrepancy Resolution:** Investigate and resolve stock issues or mismatches to ensure system accuracy.
- **Stock replenishment:** Move stock from overstock areas to primary picking locations as needed.
- **Stock preparation:** prepare and bag certain stock items before placing them into inventory.
- **Works order assembly of kits:** assemble and bag kit-based stock items (e.g., fixing kits) for storage and fulfilment.
- **Manual stock management of consumables:** track and manage non-system-tracked consumable items to ensure availability.
- **Returns Management:** Process customer returns by inspecting items and updating systems accordingly.
- **Work with the procurement team:** liaise with procurement to highlight stock shortages, issues, and future needs.
- **Team Support & Collaboration:** Actively assist and support team members across various tasks, including stock availability to ensure all work is completed efficiently, maintaining high standards and contributing to the overall success of the team.

Fulfilment & General Responsibilities

- **Order Fulfilment:** Accurately pick, pack and despatch orders to meet customer expectations and maintain high standards.

- **Production Assistance:** Support the production team with tasks such as assembly, customisations, and manufacturing when needed.
- **Process Improvement:** Contribute ideas and feedback to help improve efficiency, accuracy, and workflow.
- **Workplace Maintenance:** Help maintain a clean, safe, and organised working environment in the warehouse and stock areas.

*These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.*

**Job details**

<b>Contract:</b>	Full time, permanent
<b>Hours:</b>	Monday – Friday 8.00-4.30pm
<b>Salary:</b>	£26,800 - £28,300 pa
<b>Location:</b>	Brentwood, CM14 5TA
<b>Benefits:</b>	Holiday 20 Days + Bank Holidays Additional 3 days paid holiday for Christmas shutdown Pension scheme Free on-site parking Newly built modern staff kitchen and breakout room

**PERSON SPECIFICATION – Stock & Fulfilment Operative****Experience/ Knowledge**

	Essential	Desirable
• Experience in stock control, inventory management, or warehouse operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience booking in stock and managing goods-in processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience conducting stock checks and assisting with stock takes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience preparing stock items for storage (e.g. bagging, kitting, labelling)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience managing customer returns and updating stock systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Strong understanding of stock layout and replenishment best practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience using inventory management or ERP systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience working with consumables and manually managed items	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience picking and packing orders in a fulfilment or warehouse setting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience using Zebra Barcode Scanners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Hold a Forklift operator licence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience using Windows-based software	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Knowledge/Experience of Orderwise software	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Knowledge of warehouse safety practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Skills/ Attributes**

	Essential	Desirable
• Enthusiastic and Positive Attitude: Brings energy, enthusiasm, and a proactive mindset to the role, always ready to contribute and improve processes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Team Player Mentality: Thrives in a collaborative environment, always willing to support colleagues and help meet team goals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Flexible and Adaptable: Comfortable switching between stock responsibilities and fulfilment tasks as needed, embracing variety and shifting priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Clear and Supportive Communication: Communicates effectively with team members to keep stock and operations running smoothly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Exceptional Attention to Detail: Maintains high accuracy when handling stock, updating systems, or checking quality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Strong Organisational Skills: Keeps all aspects of stock in-order and structured, with a methodical approach to managing inventory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Problem Solver: Able to identify and resolve stock discrepancies, process inefficiencies, or layout issues with a solution-focused mindset.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Ownership and Accountability: Takes responsibility for stock accuracy and follows through on tasks from start to finish.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• System Confidence: Comfortable using stock systems, scanners, and basic digital tools to manage data and processes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Great Timekeeping and Attendance: Reliable and punctual, ensuring tasks are completed consistently and on time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Health and Safety Awareness: Prioritises a safe working environment, understanding and respecting safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• High personal integrity, with the ability to maintain the confidentiality of personal data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Very good numeracy, literacy, and IT skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## **ADDITIONAL INFORMATION – Stock & Fulfilment Operative**

### **How to apply**

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Download a copy of the Application Form from the Join Ooznest page on the website.

Complete all sections of the application form.

Email a signed copy of the application form to [recruitment@ooznest.co.uk](mailto:recruitment@ooznest.co.uk)

Applications must be received before the closing date stated on Join Ooznest page on the website.

Informal enquiries may be made [recruitment@ooznest.co.uk](mailto:recruitment@ooznest.co.uk), however, all applications must be made by the submission of the application form.

### **Our Recruitment Process**

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**Stage 1: Initial Application** - Kickstart your journey by submitting our standardised application form.

**Stage 2: Preliminary Screening** - We will review your documents to select candidates for the next step.

**Stage 3: Comprehensive Interview** - Meet face-to-face with hiring managers for a detailed interview, including competency tests tailored to the role, and a meet and greet with the wider fulfilment team.

**Stage 4: Evaluation by Hiring Managers** – We will review your application, interview notes and test results. Successful candidates will be invited to a trial.

**Stage 5: Trial** – Take part in a half day trial, giving a deeper insight into the role and our team dynamics, as well as providing us with the opportunity to see you in action. Post trial your performance and team feedback will be evaluated to decide on your progression.

**Stage 6: Conditional Offer** - If you're the right fit, we'll extend a job offer, contingent upon satisfactory reference checks.

Welcome to the exciting journey of becoming part of our team!