

**Products Team Assistant**  
**Wrexham, Wales**  
**25 Hours per week - Government Kickstart Scheme**



**About Direct Access:**

Direct Access holds several contracts to supply Personal Protective Equipment (PPE) to NHS, Local Councils and Housing Associations across the UK. We are opening a new warehouse facility in North Wales to service these contracts and extend our product range.

We are a disability confident employer. All of our team have a disability and we welcome applications from anyone who meets the Kickstart scheme criteria found at <https://www.gov.uk/government/publications/a-plan-for-jobs-documents/a-plan-for-jobs-2020>

**About the role:**

We are about to move to new premises in North Wales at Rhosrobin, Wrexham as we expand our range of products and services. This is an exciting, hands on role working alongside our Office Manager that will range from working in the warehouse picking stock, packing and arranging shipping. During quieter periods there will be opportunities to work with our new ecommerce system adding stock and controlling inventory.

The role will evolve over the first few months therefore will be an ideal working environment for someone who is keen, forward thinking, and proactive.

**In this role, you would:**

- Pick and pack orders.
- Prepare packages for collection by delivery partners.
- Replenishment of goods to the shelves.
- Transporting product throughout the warehouse.
- Loading and unloading of lorries / shipping containers.
- Quality checking product.
- Inventory management.
- Ecommerce product updating.
- Occasionally go out with a colleague on deliveries.
- General cleaning and housekeeping of warehouse bays.

**For this role, you will need:**

- Excellent communication skills and attention to detail.
- Flexible, friendly and enthusiastic approach.
- Ability to work on own initiative and meet tight deadlines.
- Accurately follow written instructions.
- Proactive and enthusiastic personality with a willingness to learn.
- Willing to perform other duties as and when required.

To apply: submit your CV to [info@accessaudits.com](mailto:info@accessaudits.com)

Deadline: 5pm Monday 31 August 2020.