

Job Description

Warehouse Operative-Days/Nights

ACCOUNTABLE TO: Warehouse Manager



Location: CPI Books Croydon

CPI Group has an opportunity for an enthusiastic person to join our dynamic team on a permanent contract in our purchasing and stock department.

CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

ROLE OBJECTIVE

- Complying with all CPI Books policies, including (but not limited to) Health, Safety and Environmental policy, Quality Systems, Personnel, Smoking policy, Mobile telephone policy.
- Ensuring that all recommended working practices and safe operating procedures are complied with at all times.
- Working within our ISO processes and procedures.
- Ensuring all stock entering the Warehouse is processed in accordance with departmental procedures
- Loading pre-dated stock onto shunt vehicles
- Ensuring all vehicles are loaded for despatch according to delivery manifests and departmental procedures
- Receipting inbound stock in accordance with departmental procedures
- Communicating between Croydon and Chatham warehouses to ensure correct stock transfers
- Understanding and processing direct delivery instructions
- Ensuring good house-keeping and maintenance of MHE

KEY COMPETENCIES

- An understanding of the departmental processes.
- Ability to work to tight deadlines and high volumes of work.
- Ability to work/manage own working area (housekeeping).
- Strong communications skills and the ability to identify quality issues.
- A team player with a willingness to help.
- The ability to communicate clearly, be hard working and safety conscious.
- A full current Counter Balanced Fork lift truck licence is preferred but not essential

If this opportunity appeals to you, please email your CV to: nmaheswaran@cpi-print.co.uk

Hours of work: Days/Nights – 36 hours – 3x12 hours shift

Closing date for applications: 11th September 2025