

Logistics Technician

Join the dynamic and collaborative team at Katalyst Data Management (KDM)! KDM is seeking a Logistics Technician with great organizational skills. This is an exciting opportunity to play an integral role in achieving the company's goals. Qualified candidates will bring a strong attention to detail, an ability to work in a fast paced environment and a great attitude.

- **Located in Sittingbourne, UK**
- **Monday – Friday, 8:30 a.m. – 5:00 p.m.**
- **Full Time with Benefit Eligibility**

The Company

Katalyst Data Management (KDM) is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organisation, to marketing data online, our specialised data services cater to large multinational corporations, national governments and small independents. KDM's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled KDM to provide excellence in both technologies and service qualities.

Key Responsibilities and Accountabilities

In this role you will provide warehouse support with a variety of tasks. The role works with local management and staff and is responsible for palletising client data, the heat treatment and cleaning of media tapes and updating the company database on a client job basis. Great organisational ability, a high level of attention to detail, and the ability to multi-task are also required for this role.

Key Responsibilities:

- Palletize boxes and client data.
- Perform heat-treating and cleaning of client tape media.
- Operate media photo booth.
- Interchange of incoming data and outgoing shipments.
- Update Work Management Tool with comments and billing information for each job.
- Maintain a safe and healthy workspace.
- Apply basic quality control procedures during daily workflow processes.
- Perform incoming and outgoing shipping and receiving duties.

Skills Required:

- Safety first mentality.
- Strong computer skills with an emphasis on Microsoft Excel
- Ability to lift up to 23kg and adhere to company safety standards.
- Strong communication Skills, both written and verbal.
- Team oriented

Required Education and Experience

- GCSE or A-level equivalent
- 1 – 2 years warehouse experience (preferred, but not required)

Resumes can be emailed in confidence to jobs@katalystdm.com