

<b>Job Title:</b>	<b>Warehouse Operative</b>
<b>Reports to:</b>	<b>Shift Supervisor</b>
<b>Main Purpose of Job:</b>	
<p>Ensure that all warehouse operations, including receiving deliveries, storing products and preparing customer orders, are completed in a safe and efficient manner in line with company policy.</p>	
<b>Main Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Take delivery of goods and supplies, ensuring the safe unloading and handling of all materials and stock to ensure the smooth running of operations.</li> <li>2. Check for damaged or missing items and record as necessary to keep accurate records.</li> <li>3. Unpack and store goods correctly to ensure items can be found and picked/packed easily.</li> <li>4. Diligently pick and pack orders to ensure that they are prepared accurately and efficiently.</li> <li>5. Work towards achieving accuracy and efficiency targets.</li> <li>6. Safely load goods for dispatch as per instructions to safeguard products.</li> <li>7. Update records of stock to maintain a correct inventory.</li> <li>8. Keep paperwork up to date to ensure that accurate information is always available.</li> <li>9. Abide by Health &amp; Safety regulations and keep a tidy and clean place of work for you, other employees and visitors, at all times.</li> <li>10. Take on any other responsibilities or tasks that are within your skills and abilities whenever reasonably asked.</li> </ol>	
<b>Knowledge, skills and experience required:</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Ability to speak and read English to a good standard</li> <li>• Punctual and reliable</li> <li>• Basic numeracy skills</li> <li>• Prepared to do physical, manual work</li> <li>• Flexible with working hours in line with fixed shift patterns.</li> </ul>	
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Previous experience as a warehouse operative</li> <li>• Experience of using hand scanner/ pallet trucks/ PPT/ LLOP are an added advantage</li> </ul>	
<b>Competencies:</b>	
<b>Quality:</b>	
<p>Produces results or provides a service that meets or exceeds company standards.</p>	
<b>Initiative</b>	

Does things that no one has requested that will improve products and services. Sees opportunities or problems and takes appropriate action without being asked.

**Attention to detail**

Completes tasks with concern for all areas involved, no matter how small. Monitors and checks work or information and plans and organises time efficiently.

**Caring**

Demonstrates responsibility for the image and effectiveness of the company. Makes the extra effort for the company.

**Team commitment**

Works harmoniously with others to get a job done. Is regarded by his/her peer group as a valuable contributor.

**Risk Management**

Performs jobs in a manner that minimises hazards to his/herself, others, and the environment. Maintains a physical work environment that contributes to the well-being of others.

**Reliability**

Demonstrates a high level of dependability in all aspects of the job.

**Professionalism**

Thinks carefully about the likely effects on others of words, actions, appearance, and behaviour.

**Key Contacts:**

**Internal:** Warehouse Supervisors, Warehouse Manager, Customer Services, Warehouse operatives.

**External:** Suppliers.

**Prepared by:**

Name: HR

Date: July 2018