

JOB DESCRIPTION



Job Title:	Warehouse Operative
Reports to:	Shift Supervisor
Main Purpose of Job: <p>With over 25 years' experience, PenCarrie has built a strong reputation as a leading B2B supplier to the garment decoration industry. Based in Willand, Devon, PenCarrie stocks over 4,000 product lines from over 80 of the industry's top brands from promotional t-shirts to high specification outdoor wear. With a primary focus on meeting the needs of customers, PenCarrie delivers not just on choice but on customer service, reliability and the values that make it one of the leading companies in the market. We are a family business employing over 190 team PenCarrie members each of whom is as passionate about the business as the next.</p> <p>Benefits include: competitive rates of pay, Company discretionary bonus, free parking, onsite canteen facility, free onsite Wi-Fi, childcare vouchers, a Christmas savings option, life assurance, private health insurance, company social events, charity fund raising schemes and training and development opportunities.</p> <p>Our Warehouse Operatives are vital to our business, to ensure 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>	
Main Responsibilities: <ol style="list-style-type: none">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.2. Check for damaged or missing items and record as necessary to keep accurate records.3. Unpack and store goods correctly to ensure items can be found and picked/packed easily.4. Diligently pick and pack orders to ensure that they are prepared accurately.5. Safely load goods for dispatch as per instructions to safeguard products.6. Update records of stock to maintain a correct inventory.7. Keep paperwork up to date to ensure that accurate information is always available.8. Maintain operating standards at all times and work maintain accuracy and efficiency targets.9. Abide by Health & Safety regulations and keep a tidy and clean place of work for you, other employees and visitors, at all times.10. Take on any other responsibilities or tasks that are within your skills and abilities whenever reasonably asked.	
Knowledge, skills and experience required: <p>Essential</p> <ul style="list-style-type: none">• Ability to speak and read English to a good standard• Basic numeracy skills• Punctual and reliable• Prepared to do physical, manual work• Flexible with working hours in line with fixed shift patterns <p>Desirable</p>	

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- Previous experience in a similar role
- Experience of using a hand scanner/pallet trucks/PPT/LLOP are an added advantage

Competencies:

Quality:

Produces results or provides a service that meets or exceeds company standards.

Initiative

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

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