



Job Description

Job Title	Warehouse Operative
Level	1
Line Manager	Warehouse Supervisor
Reports	None

Purpose of the position

To carry out receipt, storage and the supply of product in a timely and efficient manner to meet daily replenishment requirements, right first time to External and Internal customers.

To ensure that all activities and tasks for goods received and storage of product are completed in accordance with the Warehouse processes and procedures.

Job Responsibilities:

- Picking and supplying of products on demand correctly and right first time for Internal and External Customers. Unpacking and re-packing of products to meet internal standards and to ensure quality of product is maintained.

All deliveries to be unloaded, signed for, paperwork checked for accuracy, quantity received and product type. Relevant personal informed of its arrival and delivered to the relevant Zone Location.

- Provide fork-lifting operation for Stores and Warehousing support, as and when required by your line manager.
- To participate in any training needs identified for the role, and personal development, to give flexibility of resource and a multi skilled multi-functional team.
- To carry out stock control tasks and processes in line with departmental operating procedures – inclusive of physical stock counting, auditing and system movements.
- Ensure that at all times that you are complying with the companies Health & Safety policy and procedures, thereby minimising the risk of injury to yourself and that of others. To operate plant machinery and equipment safely ensuring that the adequate controls and procedures are adhered too. To ensure at all times good housekeeping standards are maintained.

- To support other work colleagues and supervisor at all times and demonstrate good working practices and standards of behaviour at all times. Work closely with other department staff to promote good team working. Provide regular contribution to the continuous improvement of best working practices and effectively contribute to achieving the departmental objectives.
- To ensure an understanding of the Warehouse and dispatch quality procedures as defined within the Quality management system
- Achieve targets and standards set by the dept. Ensure that all working files, records, documents and databases are maintained and updated accordingly.

Knowledge and Skills

Standard level of education

Counterbalance

Basic PC skills

Good Team Member

Ability to communicate

Good numeric and accuracy required

Knowledge of Stock Control and Warehouse Management Systems.

Previous Warehouse experience essential.

Physically Fit

Review

The Warehouse Operatives duties will normally be agreed by annual consultation between the Logistics Manager and the individual, and shall take into consideration the outcome of the company appraisal scheme including issues relating to Departmental and Company Strategic Objectives.