

JOB TITLE:

Fulfilment Operative

PURPOSE OF THE JOB:

- Work to ensure the correct items are dispatched correctly, on time, first time.
- Under the guidance of the Warehouse Supervisor, undertake daily tasks to meet company objectives.
- Ensure that you comply with health, safety and standard operating procedures at all times.
- As a key member of the team, taking responsibility in maintaining a clean, tidy and safe working environment.

DUTIES & RESPONSIBILITIES:

- Comply with a safe working environment, adhering to Health, Safety and Environmental procedures.
- Undertake tasks as allocated by the Warehouse Supervisor and meet deadlines to achieve daily and weekly tasks.
- Perform day to day operations which may include:
 - Goods In & Putaway
 - Replenishment
 - Pick, Pack, Dispatch
 - Mail/Courier collections
 - Returns
 - Maintain a clean, tidy warehouse
 - Restock Packaging Stations
 - Kit/Assembly work
 - Batch processing
- Details of processes will be outlined in the Operational Handbook
- Advise Warehouse Supervisor of exceptions/anomalies, help to investigate and resolve where possible or otherwise escalate issues in a timely manner
- Maintaining clean, tidy warehouse including restocking Packing Stations with equipment/packaging as required.

CANDIDATE:

The ideal candidate will be a good team member who is happy to help out wherever they are required. The role will require a confident individual who has basic computer skills and excellent attention to detail. Full training on our systems will be provided.

REPORTING TO:

The Fulfilment Operative will report directly to the Warehouse Supervisor

WORKING HOURS: Full Time

Standard 8.30am til 5.00pm Monday til Friday

SALARY:

Hourly Rate – based on National Living Wage

PROBATION:

There will be a probationary period of 3 months

START DATE:

As soon as possible