

Job Title

Dispatch Operative

Main Purpose of Job

- Work to ensure all items are dispatched correctly, on time, first time.
- Under the guidance of the Warehouse Supervisor, undertake order processing to meet daily targets
- 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.

Key Tasks

1. Comply with a safe working environment, adhering to Health, Safety and Environmental procedures.
2. Undertake tasks as allocated by the Warehouse Supervisor and meet deadlines to achieve daily and weekly tasks.
3. Perform day to day dispatch operations which include:
 - Checking and Packing Picked Orders
 - Correct Selection of Shipping Method and Packaging material
 - Label Printing and correct application of customs documentation
 - Mail/Courier collections and manifesting
 - Data entry of product weights/Order details
 - Maintain a clean, tidy workstation
 - Restock Packaging Stations
 - Kit/Assembly work
 - Batch processing
4. Details of processes will be outlined in the Operational Handbook and full training will be provided
5. Advise Warehouse Supervisor of exceptions/anomalies, help to investigate and resolve where possible or otherwise escalate issues in a timely manner
6. Maintaining a safe clean, tidy warehouse including restocking Packing Stations with equipment/packaging as required.

Key Results/Objectives

1. Ensure that all orders allocated to ship for the day are processed and bagged/labelled in time for relevant collection.

2. Ensure all orders are dispatched accurately – every product/order must be checked against paperwork
3. Regular checks to ensure packaging and ancillary items (tape, labels, bags, tags etc) are always available in stock.

Responsibilities Staff/Resources

1. Responsible for safe use of all warehouse equipment.

Key Qualities

1. Attention to detail
2. Keen eye for accuracy
3. Computer literate
4. Team Player
5. Flexible/Adaptable and happy to accept change
6. Efficient
7. Care and attention to work

Line Manager

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