

JD011 - Warehouse Operative

What does Sil-Mid do?

Sil-Mid is a specialist supplier of adhesives, sealants, lubricants, and other products to customers in the Aerospace and Aviation industry. Our business serves over 6000 customers in 100 countries and lists over 9,000 products. We operate the highest levels of quality and service and maintain 5-star ratings from our customers.

Job brief

The Warehouse Operative is responsible for facilitating the smooth running of the busy, fast paced warehouse operation, managing stock intake and preparing stock for dispatch. The Warehouse Operative must take personal responsibility for following procedures correctly, checking to prevent errors and maintaining a safe and clean environment.

The Warehouse Operative must have a valid Bendi Licence and a Counter balance licence which will need to be renewed every 3 years.

Environment

The Warehouse is a dynamic, fast-paced environment where you will be working towards set targets. This role is physically demanding so you must be comfortable working on your feet all day.

Key Responsibilities

1) Goods Receiving

- Ensure the safe receipt and handling of product being delivered by carriers and hauliers.
- Driving of the forklift trucks in a safe and responsible manner (where applicable).
- Identifying potential risks upon receipt of goods (e.g. damages, leakages, special storage instructions, priority items etc.) and liaise with Quality Inspectors.

2) Stock Control

- Carefully handle all stock to prevent loss / damage.
- Labelling of items as necessary (barcode labels and CLP labelling)
- Putting stock in correct location
- Maintaining the integrity of the stock location software to improve pick efficiency

3) General Warehouse

- Picking and packing for dispatch cover may be required
- Ensure tasks are carried out in compliance with Quality Procedure and training provided.
- Ensure that all work requiring inspection is properly checked and complies with internal process and policy.
- Driving of the company vehicles in accordance with the company driving policy, and being a representative of the company when visiting sites for delivery.
- Driving of the forklift in a safe and responsible manner.
- Promote excellent working practices and positive relationships between all internal departments.
- Maintaining workflow through the warehouse using handheld devices and the Winman System
- Make sure that your workstation is always clean and tidy

General Duties

- Engage and support 'contract review' in all areas of the business
- Ensure processes are implemented as set out in the BMS

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- Understand and comply with the requirements of AS9120 Revision B
- Complying with standards of safety, company policy, and legal regulations that apply to the product
- Support the quality team with all audit activity both internal and external
- Process Customer Returns upon receipt
- Help to identify resolutions and root causes for identified non-conformities and be able to understand problem solving tools and strategies in identifying appropriate corrective and preventative actions.
- Identify improvement opportunities across the business.
- Support the quality team with the gathering of data to create measures and reports that demonstrate the effectiveness of the BMS and achievement of objectives.

Person Specification

Essential	Desirable	Method of Assessment
Training & Qualifications		
<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths. • Computer literate in IT Skills, Outlook Office, email, and phone systems. • Forklift License essential 	<ul style="list-style-type: none"> • GCSE or formal qualification(s) in other related subjects – e.g. IT, Business Studies etc. • Bendi forklift- Desirable 	Application Form/ Interview
Experience		
<ul style="list-style-type: none"> • Experience in working in a warehouse or manufacturing environment. • Experience of stock control and working to deadlines. • Experience of working collaboratively with others to achieve success. • Experience of manual handling and the use of handling equipment. 	<ul style="list-style-type: none"> • Experience of working in the Aerospace, Chemical (or similar) industry. 	Application Form
Skills & Abilities		
<ul style="list-style-type: none"> • Excellent organizational skills • Ability to work under pressure and to deadlines • Ability to prioritise workload • Good verbal and written communication skills. • Capable in the use of computers and computer programs such as Outlook, Word, Excel. • Ability to work as part of a team and on own initiative. • Ability to build rapport with internal and external stakeholders 	<ul style="list-style-type: none"> • Proven competence at decision making • Ability to motivate and train others. • Competent using ERP systems, business emails and other computer programs such as MS office. • Competent using a WMS system. 	Probation
Personal Attributes		
<ul style="list-style-type: none"> • A keen eye for detail and fastidious in task completion. 	<ul style="list-style-type: none"> • Flexibility and willingness to work “the extra mile” 	Probation

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<ul style="list-style-type: none"> • Demonstrate enthusiasm and a positive 'can do' attitude • Commitment to team and internal customers • Punctual and professional • Willingness to learn and develop 	<ul style="list-style-type: none"> • Continuous improvement mentality 	
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Silmid Values

Professional

- We expect you to be professional in how you CONDUCT yourself and adhere to our policies
- We expect professional STANDARDS of dress and housekeeping
- We expect professional BEHAVIOUR to all colleagues, customers and suppliers when representing SilMid

Innovative

- We expect you to suggest innovative SOLUTIONS to improve your individual work process
- We expect you to welcome and appreciate CHANGE as a positive move to improve.
- We expect you to engage positively to our DIGITAL systems.

Customer Focus

- We expect our customers, whether internal or external to be at the forefront of our decision making
- We expect 10/10 CUSTOMER SATISFACTION to be the upmost priority
- We expect ENTHUSIASTIC, engaging, positive customer service

Quality Service

- We expect an EXCELLENT quality of service to be delivered at all times
- We expect ZERO DEFECT
- We expect to deliver SOURCE OF TRUTH

Reviewed Date:		JD011 Warehouse Operative	
Manager		Employee	
Sign		Sign	