

## Warehouse Operative

### The Role

You are part of the team responsible for ensuring that customer orders are fulfilled and delivered in accordance with our internal policies and customer specific requirements. The team are responsible for delivering exceptional service to you internal customer, the sales team. This role involves taking personal responsibility for following procedures correctly, checking to prevent errors and maintaining a safe and clean environment. Training will be provided but a level of aptitude and ability will be required.

### General Description of Duties

- Complete the daily duties of the warehouse department [Goods In, Put Away, Picking, Despatch, Exports]
- To maintain a healthy and positive working environment.
- Ensure compliance with all listed procedures and work instructions.
- Abide by all company policies with specific regard for Health and Safety at work. Safety boots and appropriate clothing are to be worn at all times.
- Ensure timekeeping is kept to the times authorised by the company.
- Ensure adequate cover is maintained during break periods.
- To comply with any reasonable request made on behalf of the company.
- Maintain the highest possible standards of cleanliness.
- Carry out tasks set by the Warehouse Supervisor and or the Warehouse Manager.

### Key Tasks

- Maintaining workflow through the warehouse using handheld devices and the Winman System
- Make sure that your workstation is always clean and tidy.
- Carefully handle all stock to prevent loss / damage.
- [Packing] Ensuring all shipments comply with ADR regulations.
- [Packing] Making sure all shipments leaving the building are packed to a high standard so as to prevent any damage in transport. Including correct address and Fedex Service.
- [Packing] Wrap all pallets to ensure highest quality of stock for delivery including plastic wrapping and strapping as standard.
- [Exports] Ensure all packed products comply with required IATA regulations and that all paperwork is completed in accordance with regulations.
- [Goods In] Ensure all products are inspected and checked against paperwork before being booked into system. Complete correct Supplier Discrepancy procedure if not able to book in.
- Carry out assigned tasks in accordance with provided training and request additional training as required.
- Ensure tasks are carried out in compliance with Quality Procedure and training provided.
- [Inspectors] Ensure that all work requiring inspection is properly checked and complies with internal process and policy.
- [Drivers] Driving of the company vehicles in accordance with the company driving policy, and being a representative of the company when visiting sites for delivery.
- [Fork Truck Drivers] Driving of the forklift in a safe and responsible manner.
- Promote excellent working practices and positive relationships between all internal departments.

# JD011 Job Description



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## Objectives

- For the warehouse to run as efficiently and effectively as possible.
- Be pro-active.
- Strive to maintain the high standards set.

## Performance Measures and Reporting

- Reporting directly to the Warehouse Manager.
- Refer to KPI measures