

<b>EXTERNAL VACANCY</b>	
<b>Job Title</b>	<b>Warehouse Operative</b>
<b>Reporting Directly To:</b>	Warehouse Supervisor
<b>Liase with:</b>	Warehouse Manager
<b>Date</b>	November 2024
<b>POSITION OVERVIEW</b>	
<p>To load/unload delivery vehicles as required, control of all stocks on site ensuring stock rotation is followed at all times. The picking of orders to be despatched to customers. Internal stock picking ready for production. Providing requested materials to the production areas. Receiving and storing finish products. Maintain a safe working environment.</p> <p>40 Hours Per week comprising 5x 8 hours shift over a 7-day working week The standard working hours for this role are Monday to Friday, from 2:30 PM to 11:00 PM, with a 30-minute lunch break. Weekend work may be required on an ad-hoc basis, depending on business needs.</p> <p>If you are interested in applying for this position, please email a covering letter and your CV to: Jayne Louth – H.R. &amp; H &amp; S Officer at JMC-HR Mail &lt;jmchrmail@jakemans.com&gt;</p> <p>Closing date for this position: 23<sup>rd</sup> November 2024</p>	
<b>MAIN TASKS AND KEY RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Complete all goods in processes, booking in, checks, amendments and communicating to the necessary departments</li> <li>• Report any damage or discrepancy upon receiving goods-in</li> <li>• Complete despatch orders, raising transfer orders, accurately collated and despatched.</li> <li>• CHEP system – Ordering, Quality check, monitor and review.</li> <li>• Ensure Health &amp; Safety requirements are followed at all times met including equipment inspections</li> <li>• To wrap and store finish products in correct locations within warehouse.</li> <li>• To supply with materials into production areas.</li> <li>• To operate parts of the company business system &amp; other software.</li> <li>• Coordinate with management any issues that arise and highlight continuous improvement concepts.</li> <li>• To meet deadlines &amp; targets given by team leader to a consistently high standard.</li> <li>• Follow company health and safety procedures at all times</li> <li>• Maintain a professional courteous manner with fellow employees / departments and any external representatives.</li> <li>• Follow established company policies and procedures as outlined in the employee handbook, ensuring safety standards are used which comply in full with all of company policies.</li> <li>• To maintain high BRC standards part of which is to ensure that the department is kept clean and tidy at all times</li> <li>• To carry out any other duties as deemed necessary for which you have been trained or have the necessary experience and to undertake any duties or training necessary to achieve continuous business improvement</li> <li>• To report any equipment related faults</li> </ul>	

**SKILLS / ABILITIES**

**Competencies**

- Strong Warehouse Knowledge
- Good Organisational and People skills
- Good Awareness of Warehouse Safety
- Strong computer skills
- Counter Balance Licence
- Full UK driving licence

**Personal**

- Flexible and Adaptable approach to working
- Focused Attitude.
- Resilient and Enthusiastic