

## **Job Description**

*Role: Warehouse Operative*

### **Duties Include**

- moving stock around by hand, using lifting gear or a forklift truck
- picking and packing orders
- loading goods for dispatch
- electronic despatch
- checking and recording returns
- keeping records of stock
- keeping paperwork up to date
- cleaning work areas

To become a warehouse operative, you will need to have:

- a good level of fitness
- good teamwork skills
- the ability to work quickly and well
- the ability to complete paperwork and count stock items
- basic computer skills
- an understanding of health and safety regulations
- honesty and reliability
- a willingness to work on a flexible basis.

The working hours will be 30 hours per week with an opportunity for overtime. The business operates between 8.30am and 5pm Monday to Friday, the employee will be required to be flexible within those hours.

Payment is weekly by BACS.

### **Person Specification**

#### Essential Criteria

- GCSE English and Maths grade B or above
- Excellent verbal and written communication skills
- Fully flexible in regards to hours of work

#### Desirable Criteria

- IT Training/Certifications
- Previous Warehouse experience
- Forklift Truck license
- Electrical Experience.