

Job Title: Stores Operative	Location: Hunmanby
Department: Warehouse/Stores	Contract: Permanent, 2 Shift pattern – Week one: 06:00 - 14:25 - Monday to Thursday 06:00 - 11:55 - Friday Week two: 14:35 - 23:00 - Monday to Thursday 12:05 - 18:00 - Friday
Reports To: Warehouse Manager	Direct Reports: None

Please note: the shift pattern outlined above is a varied pattern which is in place temporarily due to COVID-19 measures in place, the normal shift pattern is as follows:

Week one shift pattern

06:00 - 14:30 - Monday to Thursday
 06:00 - 12:00 Friday

Week two shift pattern:

14:00 - 22:30 - Monday to Thursday
 12:00 - 18:00 - Friday

1.0 Job Summary & Role

To carry out Warehouse processes and functions which will primarily include the despatching of finished products and receipting of incoming goods to and from our worldwide network of customers and suppliers.

2.0 Key Responsibilities & Main Duties

- Responsible for collating, packing and despatching of outgoing goods.
- Responsible for ensuring incoming goods are received as ordered, recorded, and stored correctly and safely.
- Operating Warehouse vehicles safely, efficiently and in accordance to the external training given
- Loading and unloading of vehicles
- Ensure the housekeeping within the immediate warehouse area and select external areas are maintained to a high standard.
- Collating all waste material suitable for recycling across the entire site
- Carrying out periodic stock counts in line with company requirements

3.0 Internal & External Relationships

- Liaising with Sales team regarding the despatching of finished products via email / telephone
- Liaising with Purchasing team regarding incoming goods via email / telephone



JOB DESCRIPTION & PERSON SPECIFICATION



- Liaising with external couriers / hauliers verbally over deliveries and collections

4.0 Key Performance Indicators

- Ensure that finished products are collated, packed and despatched correctly within defined schedules.
- Ensure that finished products are stored correctly within their Warehouse location in line with FIFO.
- Ensure that component stock is receipted in correctly and that it is stored in the correct Warehouse location in line with FIFO.
- Demonstrate the ability to take responsibility for own tasks whilst working as a part of a team.
- Demonstrate the ability to understand and complete stores tasks following Standard Operating Procedures (SOP's) and Standard Epicor Procedures (SEP's).

5.0 Essential/Desirable Factors

Knowledge	
Essential: <ul style="list-style-type: none"> - Understanding of similar role in manufacturing environment 	Desirable: <ul style="list-style-type: none"> - Minimum of 2 years in fast paced warehouse environment
Skills & Attributes	
Essential: <ul style="list-style-type: none"> - Confident IT skills (MS Word and Outlook) - Excellent communication skills (telephone and email) - Team player - Good organisational skills 	Desirable:
Experience	
Essential: <ul style="list-style-type: none"> - Receiving goods from suppliers - Despatching products to customers - Understanding importance of housekeeping 	Desirable: <ul style="list-style-type: none"> - Handling of export paperwork - Use of MRP Software e.g., Epicor
Qualifications	
Essential: <ul style="list-style-type: none"> - GCSE in Maths and English of C and above, or equivalent 	Desirable: <ul style="list-style-type: none"> - Forklift truck training - VNA vehicle training - Known Consignor program training

Created by	Dated Created
Mike Clark – Warehouse Manager	16.03.21

