

<b>Job Title:</b> Stores Operative	<b>Location:</b> Hunmanby, Head Office UK
<b>Department:</b> Warehouse/Stores	<b>Contract:</b> Permanent, Shift (Mon-Thurs) 06:00-14:00 / 14:00–22:00 (Fri) 06:00-12:00 / 12:00-18:00
<b>Reports To:</b> Warehouse Manager	<b>Direct Reports:</b> None

### 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.

A basic DBS check will be required for this role due to the known consignor duties carried out.

### 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
- 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



## JOB DESCRIPTION & PERSON SPECIFICATION



- 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

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

<b>Created by</b>	<b>Dated Created</b>
Mike Clark – Warehouse Manager	29.10.21

