

JOB SPECIFICATION

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| JOB TITLE: | GOODS DESPATCHED OPERATIVE |
| REWARD BAND: | £12,500 - £14,560 |
| HOURS: | Basic 40hour week (9.30am – 6.00pm) Monday to Friday |
| HOLIDAYS: | 20 days holiday pa (plus statutory bank holidays). Holidays to be avoided between Mid August and Mid September |

PERSON SPECIFICATION:

- Basic level of reading, writing and good level of numeracy
- Able to work under pressures and to deadlines
- Attention to detail
- Organised
- Good communication skills
- Teamplayer
- Flexibility
- Professional, accountable and caring
- Able to work on own initiative
- Health and Safety Awareness

Job Description

Job Title:

Goods Despatched Operative

Job Summary:

To ensure the goods despatch area works to daily deadlines and business objectives.
To maintain a safe/clean environment and adhere to health and safety standards.

Job Content:

Most Frequent Duties In Order Of Importance:

- To accurately pick/check/pack all orders (identify any special requirements/instruction)
- To work to and achieve all warehouse business objectives
- To make sure the warehouse is kept safe and clean through good house keeping
- Putting despatch labels onto the consignments ready for despatching
- Loading the carrier when it arrives for the collection
- Loading and un-loading of the contract embroiderers transport

Occasional Duties In Order of Importance:

- Assisting Goods Received as and when workload demands
- Attend to all tasks commensurate with the role
- Any additional duties that reflect the business needs

Responsible to:

Production Manager