

## **JOB SPECIFICATION**

<b>JOB TITLE:</b>	<b>GOODS DESPATCHED OPERATIVE</b>
<b>REWARD BAND:</b>	<b>Permanent: £12,500 - £14,560 Temporary: Competitive rates and overtime available</b>
<b>HOURS:</b>	<b>Basic 40hour week (9.30am – 6.00pm) Monday to Friday</b>
<b>TERMS:</b>	<b>Permanent: 20 days holiday pa (plus statutory bank holidays). Holidays to be avoided between Mid August and Mid September Temporary: contracts available June - September</b>

### **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 work closely as part of the warehouse team to ensure that the goods despatch area meets warehouse 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
- Assisting with the loading of waste
- Attend to all tasks commensurate with the role
- Any additional duties that reflect the business needs

**Responsible to:** Production Manager