

TITLE	Warehouse Operative
REPORTS TO	Warehouse Manager
KEY RELATIONSHIPS	<ul style="list-style-type: none"> • Picking and packing teams • GT and Rapid response • Warehouse supervisor • Yard team leader • Despatch planning coordinator • Warehouse manager
ROLE SUMMARY	<ul style="list-style-type: none"> • To be part of a multi skilled work force carrying out all elements required to help the Knapp department run effectively and efficiently. • Picking and packing sales orders accurately and correctly, using the Nav system to check stock locations etc following set out procedures. • Checking deliveries received into the warehouse. Completing box checks and completing relevant paperwork accurately. • Occasionally loading/unloading deliveries and despatches • Ensure all areas are kept clear and tidy of any rubbish that may build up throughout your daily routine. • Assisting in stock management checks throughout the year • Yearend stock counts • To ensure the warehouse and facilities are kept tidy and free of rubbish that may build up throughout your daily routine. •
DIRECT REPORTS	None
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Organisational skills • Attention to detail. • Efficient and can work under pressure. • Good communicator • Team player • Reliability and dependability
PRINCIPLE RESPONSIBILITIES	<ul style="list-style-type: none"> • Complete all picking/packing requirements accurately to deliver OTIF
SECONDARY RESPONSIBILITIES	<ul style="list-style-type: none"> • To support other teams and areas of the Haygrove business throughout peak activity
EXPERIENCE	<ul style="list-style-type: none"> • Preferable warehousing experience desirable but not essential • Counterbalance/reach truck/aisle master licences desirable but training will be given

QUALIFICATIONS

- Good written and verbal English
- Driver's licence desirable given warehouse is in remote area of Ledbury, Herefordshire