



## **JOB DESCRIPTION**

**Job Title**            **Warehouse Operative**

**Department**       **Warehouse**

**Location**           **Park Royal, London**

### **Overview of role**

Working as part of the Warehouse team the primary duty of the Warehouse Operative is to receive and store and then pick orders of drinks for UK customers.

### **Duties & responsibilities**

- Assemble orders ready for checking prior to despatch.
- Load orders on to vehicles once checked.
- Assist in receipt and warehousing of goods.
- Move stock as directed and to safely store goods in the appropriate locations.
- Assist in the examination and/or repackaging of products or materials as directed in a safe and responsible manner.
- Train under supervision in the operation of forklift trucks until the required standard of competence is achieved. Thereafter to use forklift trucks as directed in a safe and responsible manner.
- Assist in the preparation of stock for stocktaking purposes ensuring all goods are clearly visible and identifiable.
- Assist in the counting of stock either at regular stocktaking or at random spot checks.
- Assist in the cleaning and tidying of the warehouse.
- Work such overtime as may reasonably be requested by the Company to ensure maximum efficiency.
- Exercise care and attention in the execution of all duties in accordance with the warehouse rules and health and safety requirements which shall be displayed and/or communicated to you from time to time.
- Use your maximum efforts at all times in the execution of your duties to the standard required by the Company which shall be made known to you on a continuous basis by your superiors.
- Carry out your duties aiming always at maintaining/improving the highest possible level of customer service which is the backbone of the Company.
- Follow any reasonable instructions given by the Warehouse and Distribution Manager or his appointed supervisors.



## Person Specification

|                             | <i>Essential</i>   | <i>Desirable</i>  |
|-----------------------------|--|---|
| Qualifications/<br>Training | <ul style="list-style-type: none"><li>• Good basic education</li><li>• Excellent verbal &amp; written English</li><li>• Good level of Maths</li></ul>  | <ul style="list-style-type: none"><li>• Forklift and/or Reach Truck licence</li></ul>                             |
| Knowledge/<br>Experience    | <ul style="list-style-type: none"><li>• Experience in a warehouse and distribution environment</li></ul>   | <ul style="list-style-type: none"><li>• Experience in drinks trade</li><li>• Experience of distribution</li></ul> |
| Skills/<br>Abilities        | <ul style="list-style-type: none"><li>• Good team player</li><li>• High level of accuracy and excellent attention to detail</li><li>• Self-starter who can operate without direct supervision</li><li>• Good verbal and written communication skills</li><li>• Pro-active approach</li></ul> |   |