

JOB DESCRIPTION

Job Title: Distribution centre operative

Location: Royston

Prodrive has its own merchandising division called Brand& that has many years' experience working with some of the leading Motorsport brands. These include Williams F1, McLaren, Subaru World Rally Team and Aston Martin Racing.

We are looking for an organised and flexible person to work at our Royston Warehouse. The main purpose of the job is to accurately pick parts for external orders and despatch goods to a secure and presentable standard.

Responsibilities:

- Prepare and complete all paperwork required for the despatch of goods
- Ensure accurate accounting and filing of paperwork relevant to freight
- Provide support as required for all other areas within the Distribution Centre
- Produce any reports required by the Departmental Manager on a daily, monthly and quarterly basis
- Carry out any other duties requested by the Departmental Manager
- Carry out Daily Perpetual Inventory stocktaking as required
- Arrange for any external packaging requirements
- Maintain adequate stock levels of packing materials
- Arrange shipping and correct document support

Main Skills

- Good keyboard skills
- Good packaging skills
- Organisation skills
- Customer awareness and attitude
- Ability to work under pressure
- Flexible (particularly around event time)
- Fork Lift operator (preferable)
- Self-motivated

Values

Can do	Must possess a positive attitude and display the ability to identify alternative solutions to problems
Relentless	In exceeding customer expectations and continually exceeding goals
Rigorous	A commitment to achieving the best solutions
Creativity	Endeavour to find new ways of doing things and learn from past experiences