

JOB DESCRIPTION

Job Title: Distribution Centre Operative

Department: Distribution Centre

Main Purpose of Job:

- To ensure accurate and timely preparation of all paperwork relating to the day-to-day despatch of Goods.
- Pack and prepare for despatch all outgoing goods to a secure and presentable standard.
- Accurately Pick Parts for both internal Works Orders and External sales orders and assist as required in all other areas within the Distribution Centre

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
- Be fully conversant with the company computer system in all areas relating to the Parts Department and Inventory Control
- Produce any reports required by the Departmental Manager on a daily, monthly and quarterly basis
- Assist in carrying out the Parts Department month end routines
- Carry out any other duties requested by the Departmental Manager
- Carry out Daily Perpetual Inventory stocktaking as required
- Arrange courier collections/deliveries and ensure relevant paperwork is completed correctly
- Arrange for any external packaging requirements
- Maintain adequate stock levels of packing materials

Skills:

- Good keyboard skills
- Good packaging skills
- Organisation skills
- Customer awareness and attitude
- Ability to work under pressure
- Fork Lift operator (training will be provided)
- Self-motivated