

JOB DESCRIPTION

Job Title: Warehouse Operative/ Picker and Packer
Responsible to: Warehouse Team Leader

Job Summary:

- Organise the warehouse in such a manner to facilitate easy verification and movement of stock.
- Picking / Packing of works orders and picking slips to quantity and quality required.
- Counterbalance & Reach Forklift (If Licensed)
- Once trained, timely booking in of all raw materials and in-coming goods.
- Assemble and wrap product using skin wrap machine.
- To undertake other duties which may arise or as may be delegated from time to time.

Key Responsibilities

- Picking & Packing for Orders to customers
- Verify product has been completed according to customer specifications.
- Final Dispatch Verification.
- Record daily productivity, including completion of all Customer information sheets.
- Placing of receipted goods into correct locations
- Goods-Receiving Inspection
- To perform weekly and monthly stock audits
- Maintain good house-keeping, 5S
- Ensure daily / monthly KPI's are met.
- Health & Safety Awareness.

Knowledge & skills required

- Problem solving
- Decision making
- Concentration
- Attention to detail
- Teamwork
- Able to follow instructions and production schedules
- Able to act quickly when a problem arises.
- Good literacy and numeracy skills