

## JOB DESCRIPTION

Job Title:	Warehouse Operative	
Full or part-time role:	Full time – 40 hours per week	
Company:	Supacat Ltd	
Main purpose:	Supporting all aspects of warehousing operations as detailed below	
Issue & Date:	Issue 02	15/02/2022

As an Employee of one of the SC Group of companies you should work as part of the team, being flexible in your approach to your work, fulfilling any reasonable request to do any task that arises and is within your capability. However, the information below provides details on the key responsibilities of your role.

KEY AREAS	Key Responsibilities	Other Responsibilities
	<ul style="list-style-type: none"> <li>Manage and monitor the WMS control centre for the current area that you are working in.</li> <li>Production order picking issuing and receiving for all departments across the organisation</li> <li>Issuing items to Internal use requests and workshops for unplanned requirements.</li> <li>Picking and packing sales orders for despatch, ensuring the labels and paperwork meet the customer requirements.</li> <li>Ensure your Synergy workflow is kept clear and all requests are dealt with accurately and efficiently.</li> <li>Receiving goods and inspect to ensure items are correct to purchase order, fit for use and labelled correctly with the batch and shelf life.</li> <li>Transfer stock to suitable locations.</li> <li>Stocktaking and stock control.</li> <li>Issue consumables and ppe out to workshops.</li> <li>Day to day management of your workload, prioritising tasks.</li> <li>Working with your colleagues developing your knowledge base and mentoring others in your tasks.</li> <li>Developing solutions to non-standard issues. Identify and respond appropriately to levels of risk involved for the company.</li> <li>Understanding the services and/or goods that are, or will be required by the company.</li> <li>General forklift duties.</li> <li>Supporting other Group companies on or offsite as required</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to the Company's policies with regard to Quality, Health and Safety, Security and IT where appropriate.</li> <li>Confidentiality must be maintained at all times due</li> <li>To maintain an awareness and observation of Fire, Security and Health and safety regulations.</li> <li>Ensure all personal data is managed in accordance with company policy and GDPR</li> <li>Seeking advice and support from the quality department as an when required</li> <li>Ensure that the goods inspection area is kept tidy and that walkways and aisles are clear of rubbish and goods at all times.</li> <li>To understand and follow the company Counterfeit Avoidance policy and, attend relevant in-house training</li> </ul>

<b>Employee</b>	<b>Name:</b>	<b>Signature:</b>
<b>Manager</b>	<b>Name:</b>	<b>Signature:</b>
		<b>Date:</b>
		<b>Date:</b>

## PERSON SPECIFICATION

	Essential	Desirable
<b>Work based competencies</b>	<ul style="list-style-type: none"> <li>Effectively communicates with all internal and external customers</li> <li>Deals with problems and challenges efficiently and effectively</li> <li>Administratively effective – keeps business information updated, easily accessible and secure</li> <li>Uses initiative and is self-motivated.</li> <li>Able to work effectively under pressure</li> <li>Good organisational skills</li> </ul>	
<b>Behavioural competencies</b>	<ul style="list-style-type: none"> <li>Approachable and dependable</li> <li>Logical and thorough approach to record keeping</li> <li>A desire to meet deadlines and control budgets</li> <li>Drive to achieve quality in all that he/she does</li> <li>Proactive in approach to work and building relationships</li> <li>Attention to detail</li> </ul>	
<b>Qualifications &amp; experience</b>	<ul style="list-style-type: none"> <li>Experience in Warehousing.</li> <li>Good literacy and numeracy.</li> <li>Willingness to learn Quality procedures.</li> <li>Counterbalance Forklift license.</li> <li>Use of Computer systems</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 in Warehousing and stock control.</li> <li>Flexi Forklift license.</li> </ul>
<b>Organisational fit</b>	<ul style="list-style-type: none"> <li>Able to work as part of a team.</li> <li>Communicates honestly, openly and positively.</li> <li>Able to work on your own initiative and maintain your own motivation.</li> <li>Able to work on an outcome related performance system.</li> <li>Embodies and promotes the company core values</li> <li>Has the desire and ability to contribute to the company as a whole.</li> </ul>	