

Role Specification – Warehouse Operative

Objective(s)

Working in the Weldability Sif logistics operation, as part of the warehouse team, Warehouse Operatives are multi-skilled in the Order Picking, Order Packing, Product Re-Packing and Goods-Inwards workstreams.

To operate within the allocated workgroup, performing one or more of the workstreams above, as required by the Warehouse Manager, to help meet the warehouse team objectives at a given time.

Key Duties & Responsibilities

For the Order Picking workstream :

- Regular printing of delivery notes at agreed regular intervals. Logging their allocation.
- Ensuring that all orders are picked quickly and correctly, with delivery notes marked accordingly.
- Delivering the picked items, accurately marshalled, to the Packing Team.
- Maintaining Pick rate above the minimum of 45 orders, per operative, per working day.
- Ensuring all picking bin locations remain accurate and tidy.
- Safe and efficient use of the correct equipment for picking and handling.
- Delivering detailed replenishment requirements to the Picking Team Leading Hand, daily.

For the Order Packing workstream :

- Ensuring that all customer orders are dispatched accurately by 5.30pm each day
- Inspecting picked goods and checking accuracy of each delivery note, including address
- Safely and efficiently using correct equipment for packing and handling.
- Maintaining Pack rate above the minimum 55 orders per operative, per working day.
- Consigning packed orders via the nominated courier(s) on the relevant software.
- Locating the finished goods in the relevant dispatch area.

For the Product Re-Packing workstream :

- Accurately and responsibly re-packing & labelling goods into the relevant packs and/or packages

For the Goods Inwards workstream :

- Accurately & responsibly receiving & booking-in purchased products and customer returned items

KPIs

Key Performance Indicator/s

- Order Picking : Picks per hour
- Order Packing : Packs per hour
- Re-Packing : Repacks per week

Qualities & Attributes

Accurate attention to detail; tidy-minded; good time-management; experience of working in logistic role.

Reporting To :

Warehouse Manager, Commercial Director

