

Packer / Warehouse Operative

Name:

Reports to:

In first instance: PAD Supervisor

2nd instance: Production Manager

Responsibilities include:

In Press and Assembly:

- Collect lists for packing from Supervisor
- Pack orders
- Collect lists for goods required from tent from assembly operator
- Collect Empty trays
- Fill machines
- Empty waste bins around factory

In Warehouse:

- General packing and helping with despatching / receiving orders
- Cover for warehouseman when absent
- General warehouse duties
- Loading/unloading deliveries
- Keeping area tidy
- Putting away stock
- Using computer to control stock levels.

Requirements:

- Understanding of production procedures
- Attention to detail
- Teamwork and communication skills
- Physical stamina and strength
- Good standard of spoken and written English and Maths
- Ensure written and verbal processes in place are followed
- Demonstrate a positive approach and identify potential risks and opportunities.
- Take action in a timely manner to protect profit targets.
- Ensure customer service exceeds expectations through proactive communication and achievement of KPI's.
- Ensure that all assets under his/her control, fixtures, fittings and equipment are maintained in good order.

This Job Description is not exhaustive and may change from time to time to reflect the needs of the business. Any changes will be made in consultation with the post holder and Line Manager.

GUY-RAYMOND

Nature of Work / Workplace:

- Company Safe Systems of Work must be observed and followed at all times. This includes maintaining standards of personal hygiene, and wearing of uniform (where issued) and constant use of PPE where necessary.
- All Company Health & Safety policies and rules must be observed. You are responsible for ensuring that you do not put yourself or others at risk by your actions; you must report any hazards to your supervisor immediately.
- The working environment includes pallet and fork lift truck movements; care must be taken at all times
- Take care when lifting or manual handling. Ensure you follow all Safe Working Practices and information communicated during your induction process
- The Company operates a NO SMOKING POLICY.

Please refer to: Company Handbook for full detail.

Signed:

Job Holder:

Date:

PERSONAL SPECIFICATION

Factor	Essential Attributes	Desirable Attributes
Qualifications	Good standard of education	
Experience	Able to work on own initiative	
Skills	Good communicator, both orally and in writing Good timekeeper Be organised Willing to learn	
Specialist Knowledge	Reach Truck Licence (training can be given)	
Personal Qualities (non-physical)	Flexible Self-motivated Sense of proportion and humour Fit and strong	