Order Fulfilment Operative – Stores

Reports to: Order Fulfilment Cell Co-Ordinator

Purpose: The purpose of this role is to pick Customer orders / Contracts using manual picking methods and scanning items using barcode equipment against a given pick list.

Key Responsibilities:

Health, Safety and the Environment:

1. Work in accordance with the Company Health & Safety Policies in all that we do in order that we protect ourselves and others from any risk of harm.
2. Adherence to Health & Safety responsibilities.
3. Ensure all work is carried out in accordance with Safe Systems of Work.
4. Work in accordance with the requirements of the company's environmental standard.
5. Ensure all accidents and near misses are reported
6. Working within a warehouse environment
7. Movement of Goods using correct Manual Handling

The Role:

1. Ensure all operations are carried out in accordance to Standard Operating Procedures
2. Picking and scanning of customer orders using barcode equipment provided
3. Working to required lead times and daily targets set
4. Accurate checking of contracts being packed
5. Participate when required in Continuous Improvement activities, to identify both product and process improvements
6. Ensure that 5s is followed within the department
7. Drive actions to achieve OOB targets
8. Required to be multi skilled to cover other areas of the department

Skills required:

1. Accuracy and ability to use barcode equipment
2. Proactive to stop potential out of box issues and drive to improve quality
3. An understanding of the Continuous Improvement process
4. Good understanding of health and safety principles and procedures

The Person:

1. Ensure adherence to company rules and procedures
2. Able to work using own initiative
3. Shows flexibility and adaptability for the role they being asked to fulfil
4. Demonstrates honesty and integrity at all times
5. Previous experience would be an advantage