

## CANDIDATE SPECIFICATION



<b>JOB TITLE</b>	Warehouse Operative - Dispatch
<b>REPORTING TO</b>	Supervisor
<b>DEPARTMENT/SUB DEPARTMENT</b>	Customer Support, Distribution
<b>LOCATION</b>	Southend On Sea
<b>OVERALL PURPOSE</b>	
To carry out the material handling, picking, packing and dispatch of Company products. To ensure that the material traceability of all parts is maintained at all times.	
<b>PRINCIPLE ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• Put away, pick and stock check using tablet applications, ensuring accuracy of stock records are maintained at all times,</li> <li>• Following receipts of parts, kit to orders and schedules,</li> <li>• Drive between buildings using Company vehicles to transport components and finished assemblies as required,</li> <li>• The driver shall always drive safely and must exercise cautious driving while on the road to prevent an accident. The driver shall strictly observe Traffic Rules and Regulations and maximum speed limits as prescribed by the Land Transportation Office (LTO) and Company Vehicle Policy.</li> <li>• The driver shall be responsible for the routine check-up of the vehicles - routine check-up to include but not limited to oil, brake function, water, lights &amp; tire condition and the like.</li> <li>• It is the sole responsibility of the driver to monitor expiration and renewal of his driver's license without causing any inconvenience to the Company schedule.</li> <li>• To pack parts as required by customer requirements and to make available for dispatch,</li> <li>• To serve drivers upon collection and assist with loading shipments,</li> <li>• To carry out the shipping of goods and documents in accordance with aviation security and customs requirements,</li> <li>• To carry out system transactions, to prepare Transfer Orders and all documentation appropriate to the task,</li> <li>• To assess and move loads in a safe and efficient manner,</li> <li>• To operate a Fork Lift to load and unload lorries and/or Company vehicles or assist with loading,</li> <li>• To undertake administrative duties as and when required,</li> <li>• Manual handling and heavy lifting is required,</li> <li>• To carry out duties in a proper and efficient manner, act wholeheartedly in the interest of the Company at all times and to comply with the Company Rules and Regulations,</li> <li>• Responsible for ensuring that a high standard of housekeeping is maintained,</li> <li>• To support team members with other tasks as a when necessary,</li> <li>• To help create and maintain a safe working environment and observe the published Health and Safety procedures,</li> <li>• To carry out any other tasks where reasonable and relevant when required.</li> </ul>	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above	✓	
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Warehouse Experience	✓	
Full Clean UK Driving License	✓	
Forklift Experience		✓
Experience in material handling and packing		✓
Experience working in the Aerospace Industry		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organization skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	