

## CANDIDATE SPECIFICATION



<b>JOB TITLE</b>	Warehouse Operative
<b>REPORTING TO</b>	Supervisor
<b>DEPARTMENT/SUB DEPARTMENT</b>	Stores/Dispatch
<b>LOCATION</b>	Southend-on-Sea
<b>OVERALL PURPOSE</b>	
The processing of parts/assemblies/materials within warehouse locations.	
<b>PRINCIPLE ACCOUNTABILITIES</b>	

- Responsible for the completion of day-to-day Stores related SAP based transactions and the associated physical goods movements. These will include:
  - Put away processes – Locating parts into a controlled storage location so that part number, batch number and quantity requirements are maintained.
  - Kitting processes – Removal of parts from controlled storage locations for consumption in subsequent production/repair/delivery processes and in accordance with part number, batch number and quantity requirements.
  - Transfer processes – The transfer of stock from one controlled location into another controlled location whilst maintaining part number, batch number and quantity requirements.
- Adherence to preservation of product requirements during all physical stock movements.
- Adherence to housekeeping requirements that are aligned to the assigned area of responsibility.
- Adherence to inventory management controls within the assigned area or responsibility, such that all batch traceability requirements are maintained.
- Use of company vehicles (e.g., Forklifts and inter-building delivery Vans) as required and when approved to do so.
- Completion of cycle counting activities as directed.
- Preparation of parts / assemblies for external delivery.
- Provide support to other areas of the Business outside of the assigned area of responsibility when required and where reasonably practical to do so.
- To abide by specific internally established control systems and authorities and conduct activities in accordance with all applicable laws and the company’s standards and policies, including its environmental, safety and health policies.

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
GCSE English and Math’s (or equivalent) at grade C or above		✓
Basic literacy skills	✓	
<b>EXPERIENCE/ SKILLS</b>		
Stores / Inventory processing activities		✓
Experience in using SAP		✓

CANDIDATE SPECIFICATION



Experience of material handling and packing		✓
Computer literate		✓
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 Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	