

Job Description

Job Title	Operative/Picker		
Department	Operations		
Location	Bolton		
Reports To	Team Leader	Date Prepared:	24/2/2017
Direct Reports/Subordinates: None			
Key Relationships:			
Internally: Warehouse, Transport and central functions.			
Externally:			
Main Purpose of Role:			
As our Operative/ Picker you will assist the warehouse with all activities to ensure that all customers at the Bolton depot receive an excellent and efficient service.			
Key Tasks & Accountabilities:			
As our Operative/ Picker you will assist the warehouse with all activities to ensure that all customers at the Bolton depot receive an excellent and efficient service.			
Key Tasks and Accountabilities of an Operative/ Picker include:			
<ul style="list-style-type: none"> - Accurately picking or packing orders using hand held scanners - Checking orders & reporting any unresolved issues to Supervisor - Wrapping and loading pallets. - Complying with Health & Safety procedures at all times - General Housekeeping 			
Performance Indicators			
<ul style="list-style-type: none"> • Productivity stats 			

Person Specification:

Behaviours:	<ul style="list-style-type: none"> • Ability to work alone and as part of a team • Excellent timekeeping • Self-motivation
Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Good communication skills • High attention to detail is essential • Good analytical skills
Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Experience of working in a warehouse and distribution environment • Knowledge of Health and Safety in a warehouse and distribution environment
	<p>Preferred:</p> <ul style="list-style-type: none"> • Experience of using an automated warehouse management system and scanners is desirable • Experience of using deep racking is desirable • Garment processing
IT Skills & knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Basic IT literacy
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • None required for the role
Potential Career Progression	<p>Possible next role/s.</p> <ul style="list-style-type: none"> • QC Operative/Runner/Team Leader