

Role Profile

Role title: Warehouse Operative
Department: Operations
Responsible to: Production Manager
Responsible for: N/A

Purpose of the role

Responsible for receiving deliveries of products, storage, material handling, stock management, packaging and despatching of products whilst ensuring high standards of cleanliness and efficiencies within the warehouse

Key result areas:

1. On time despatch of products, services and samples
2. Stock Accuracy
3. GMP Compliance

Need to know:

- Warehousing operations
- Safe manual and material handling
- Operate mechanical handling equipment/fork truck licence (counter balance)
- MRP system
- Work in accordance with Food safety, GMP, Quality & EHS Management system

Need to be able to do: (Key activities)

- Packaging of liquid and powder blended products for despatch
- Ensure finalised product packaging and labelling is compliant with customer requirements in accordance with work instructions
- Loading and unloading of goods
- Manage goods received and booking in raw materials
- Stock maintenance and accuracy
- Packaging of samples
- Housekeeping activities for warehouse and grounds to ensure a clean and safe working environment
- Perform other warehousing activities as required
- Work in accordance with Food safety, GMP, Quality Management system
- Carry out the responsibilities stated in the Managing Director's Health & Safety Policy, in particular those detailed in paragraph 8d of the Management Directive
- Be conversant with and adopt the procedures stated in the Environmental Management System (EMS) Manual and it's supporting documents

Expected behaviour:

- Flexibility
- High quality work on time
- Results driven
- Planning and organising
- Team work

- Communication in a friendly and helpful way