

JOB DESCRIPTION

Job Title	Operations Administrator/stock and shipping
Department	Operations
Reports to	Sarah Inman – Assembly Manager
Place of work	Ingrow Bridge Works, Keighley

Job Purpose:

We are looking for a Despatch/Store Operative to assist in the Operations department. The role is flexible and will entail working within the shipping area and the stock area as and when required.

The role is on an ongoing basis initially for 12 weeks, after which will be reviewed periodically.

Appropriate training will be provided to the successful candidate. Previous experience within these areas is absolute advantageous.

Hours: Monday – Thursday 37 hours per week (9.25 hours per day)

Hourly Rate: NLW or NMW as applicable.

Role & Responsibilities:

Shipping Area

- Be responsible for all aspects of despatch including:
- Database management of job receipts, recording of product weights etc
- Assembly of sales orders
- Wrapping, packing dimensions and weights preparation for shipment
- Preparing shipping documents and export documentation as required.
- Maintain and adherence to Customers routing orders.
- Booking and organising carriers to collect shipments.
- Liaise with customer service to ensure delivery within customer's timescales as far as is practical.
- Notify any issues or shortfalls upward.
- Circumstances may dictate that you are trained for other tasks that you may be unfamiliar with. You are required to assist in this activity.
- Book and manage couriers in a timely manner to keep in line with the current order book.

Stock Area

- Perform a variety of tasks associated with stock as instructed by the Assembly Manager/Team Leaders ensuring set targets for each task are met or exceeded.
- Pick in conjunction with documentation provided such as specifications, operator schedules, route cards and drawings plus verbal instructions, where required.
- Inputting Data into Efac's.
- Book and manage couriers in a timely manner to keep in line with the current order book.

- Check stock to ensure it is correctly booked in and booked out.
- Perpetual stock checks ensuring stock levels on the system accurately reflect what is in stock.
- Check stock being booked into stock to ensure quality and quantity match our standards.
- Liaise with other departments to ensure any queries are dealt with by the relevant areas.

General Duties

- Responsible for your actions and ensuring you do not endanger yourself or others. Actively ensure safe working practices are maintained for you and also in your area. Keep a clean and safe working environment.
- Assist in the implementation and maintenance of 5S standards and continuous improvement and contribute where possible to improve all aspects of work
- Adhere to company policy and operate in line with your Contract of Employment and the Company Handbook at all times

Experience/Skills:

- Flexible approach with a can-do attitude, this role will entail working between the shipping/Stock areas as dictated by the needs of the business.
- Excellent time and attendance.
- Excellent IT Skills
- Good written/verbal communication skills with the ability to communicate with a range of people.
- Ability to multi-task and organise workload.
- A team player, who is able to work with team members but who is also self-motivated and able to work alone.
- Reliability and trustworthiness.
- Good communication skills and a willingness to learn various tasks within the Department.

This job description details the key elements of the role and is not an exhaustive list of all duties. Job roles evolve over time and job holders may be required to complete additional tasks in line with business needs.