

Job Title	Warehouse Operative
Business Unit	RESTORE TECHNOLOGY
Department.	Remarketing
Location	Cardington
Reports to (direct)	Operational Repair Technician

MAIN PURPOSE OF JOB

As a Warehouse Operative working within our Remarketing Team at Restore Technology, your primary responsibility will be to provide support the team with picking sold orders, making sure shipping is completed along with communication with the end customer and associated paperwork.

Ensuring that each request is completed promptly and effectively, and that good stock inventory practice is maintained. You will be part of a dedicated team focused on dispatching asset.

KEY TASKS

- **Dispatch Coordination:** Answering requests and fulfilling dispatches, this includes the sourcing, picking, packing and shipping.
- **Quality Check:** High quality of accuracy and in a timely manner.
- **Inventory Management:** Maintain accurate records of inventory, and to remove kit when assets are shipped. To conduct stock counts of kit to ensure that the inventory is accurate.
- **Documentation:** Maintain accurate records of dispatch requests, shipment and tracking info.
- **Compliance and Best Practices:** Ensuring that the proper handling and packaging standards are followed to prevent damage during transport. Applying good inventory control to ensure that packaging and supplies are well stocked.
- **Supporting the wider team:** Occasionally supporting the configuration / production and warehouse team to meet SLA's.

SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED

- Good Excel knowledge is essential.
- Strong computer skills for documentation and inventory management.
- Experience conducting stock audits and inventory control.
- Strong organisational skills to manage multiple dispatch requests efficiently.
- Ability to work methodically and accurately to meet deadlines in a fast-paced environment.
- Understanding of logistics and shipping procedures.
- Ability to lift and move packages as required for dispatch operations
- Able to work well as part of a team, communicate positive handovers to other team members.
- An understanding of health and safety requirements and good manual handling practices.
- Good understanding of customer deliverables and the impact of failure / cost of poor quality.
- IT Industry experience advantageous.

*** The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

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OTHER INFORMATION

From time to time and dependent on customer requirements and location you will be required to do additional jobs which may differ from your job description, overtime, and Saturday work, which is part of your contract.'

COMPLIANCE RESPONSIBILITIES

- Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems.
- Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager.

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

APPROVALS:

Line Manager

Name:

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Signature:.....

Date:.....

Post Holder

Name:

.....

Signature:.....

Date:.....

The company reserve the right to amend or update this job description as the demands of the business develop.

Signed job descriptions are to be returned to People Services.

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