

JOB SPECIFICATION

Post: Logistics Operative

Dept: Logistics

Reports to: Warehouse Supervisor / Manager **Hours:** Vary dependent on shift

This post is based in Dextra Services Ltd which is a wholly owned subsidiary of Dextra Group Plc

Main Duties and Responsibilities

- To Receive, check, and sign off suppliers deliveries.
- To define damages / discrepancies, photograph and report as necessary.
- Inspect and use MHE in a safe and proficient manner at all times.
- Check and suitably label received goods before storage.
- Store product in a suitable locations & record all details on a GRN or stock transfer sheet.
- Adhere to correct stock rotation.
- Clear all vehicle beds, process pallets, shrink-wrap and rubbish.
- Check return goods against drivers paperwork, note discrepancies, palletise product and process as per returns procedure.
- Operate shunting vehicles. Holders of appropriate licences.(B, C1 or C)
- Process finished goods into the dispatch department.
- Pick, pack ,label and palletise goods for transportation via own transport or third party logistics.
- Safely load vehicles using the correct MHE supplied to the loading plan of the Driver.
- Deal with customers collecting in a polite and professional manner
- Adhere to company quarantine systems
- To deal with all aspects of re-cycling on the site including the use of the cardboard, shrink-wrap balers and compactors.
- To ensure workplace is kept clean and tidy at all times
- Report any damages of MHE, infrastructure or facilities to a supervisor.
- Carry out all procedures in line with the companies, ISO9001 ,ISO14001 ,ISO18001 requirements

Logistics Training Modules will be undertaken in all of the above duties.

Reports to

Warehouse supervisor on shift, if not then the Warehouse Manager

Post Requirements

- Reliable.
- Physically fit and healthy.
- Must have good understanding of warehouse operations.
- Level 2 Numerate & Literate or equivalent.
- Computer literacy an advantage.
- To be highly motivated, to work on own initiative and as part of a team.
- To hold MHE Licences Counterbalance B1 and Reach (IPAF 3a an advantage).
- Driving licence holders of B,C1 or C an advantage.
- To work in a methodical and tidy manner.
- To be able to understand and follow instructions from a supervisor.