**Job Description**

**Job Title:** Warehouse Operative

**Job Summary:**

* Organise the warehouse in such a manner to facilitate easy verification and movement of stock.
* Picking / Packing of works orders and picking slips to quantity and quality required.
* Once trained, timely booking in of all raw materials and in-coming goods.
* To undertake other duties which may arise or as may be delegated from time to time.

**Key Responsibilities:**

* Picking & Packing for Orders to customers
* Placing of receipted goods into correct locations
* Goods-Receiving Inspection
* To perform weekly and monthly stock audits
* Maintain good house-keeping, 5S
* Ensure daily / monthly KPI’s are met.
* Health & Safety Awareness.