**NEILL & BROWN GLOBAL LOGISTICS GROUP – JOB DESCRIPTION**

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| **JD046** | **Pick and Pack Operator** | **General Description** Safe, efficient and accurate picking, packing and despatch of pick and pack goods at the Hessle site |
| **Responsible to:** | **Pick and Pack Team Leader** |
| **Responsible for:** | **N/A** |
| **Post Key Cover:** | **Pick and Pack Operator** |
| **Responsibilities**Warehouse* Pick and pack orders as per picking list and to customer specification
* Accurate completion of paper work including signature and date
* Carry out stock checks, as required; notify Pick and Pack Team Leader immediately of any discrepancies
* Immediately report any damages to Pick and Pack Team Leader
* Maintain a high standard of housekeeping in the warehouses. report any Health & Safety issues to the Pick and Pack Team Leader for corrective action

Other* Adherence to all company policies and procedures, at all times
* Undertake any other tasks as reasonably requested by the Pick and Pack Team Leader
 | **Competencies** (E) Essential (D) DesirableQualifications* GCSE English (D)
* GCSE Maths (D)

Skills* Good communication skills (E)
* Good literacy / numeracy skills (E)
* Good attention to detail (E)
* Ability to work under pressure to tight deadlines (E)

Experience* Warehouse pick & pack operations experience (E)
* Stocktaking experience (D)
* Barcoding Operations (D)
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| **Key Result Areas*** Non-conformances
* Incidents
* Housekeeping
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| This job brief forms part of your Contract of Employment. It is by no means exhaustive and covers only the salient points of your responsibilities.I have received and understood: Name: …………………………………………. Date: ……………………. Signature: ………………………………………… |

 Version 01 / July 2014