**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) Desirable  Qualifications   * 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) |
| **Key Result Areas**   * Non-conformances * Incidents * Housekeeping |
| 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: ………………………………………… | | |

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