**SELWOOD LTD**

**POSITION DESCRIPTION:**

**Warehouse Operative**

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| **DEPARTMENT:** | Stores |
| **LOCATION:** | Chandlers Ford |
| **POSITION PURPOSE*:*** | The Warehouse Operative is responsible for the accurate and prompt receipt of incoming goods, the storage, picking, and dispatching of materials to support Purchasing, Production, and Sales operations. This role ensures efficient stock management and compliance with Health and Safety standards to minimise risk and maintain a safe working environment. |
| **RESPONSIBLE TO:** | Stores Supervisor/Works Manager |
| **REGULAR CONTACTS:** | External:   * Delivery and Collection Drivers * Suppliers   Internal   * Sales Team * Purchasing Team * Repair Centre |

MAIN RESPONSIBILITIES:

**Picking:**

* **Order Dispatch:** Pack sales and branch orders suitably and dispatch them in accordance with customer delivery dates and special instructions, ensuring all packaging meets company standards. Inspect all packages prior to shipment recording any notable damage.

Attach identification information to products or containers to facilitate receiving process for customers.

* Keeping products separated, organised and in good condition during the packaging process to ensure high quality.
* Safely picking items from shelves using forklifts or machinery where necessary.
* Meeting picking speed and efficiency targets as specified by supervisor.

**Receiving:**

* **Receiving**: Accept and accurately receives materials and components from suppliers and carrier services, ensuring proper documentation and visual quality condition checks.
* Upon storage of products received, proceed to accept the delivered order form supplier into ERP system.
* Receiving shipments and signing paperwork on the receipt.
* Unloading packages from incoming trucks.
* Verify packages, quantities and quality per the orders and invoices.
* **Shortages and Returns:** Issue shortages and unplanned items as required. Accept unplanned receipts and returns, ensuring all documentation is processed accurately.
* **Restocking:** Replenish Assembly parts for Production requests, maintaining optimal stock levels to support continuous production activities.

**Runner Responsibilities:**

* Attend morning production meetings daily.
* Speak with each fitter following the morning production meeting, check if anything is required to complete their builds and ensure they are provided with the items needed.
* Check the production plan to establish which fitters need new kits, ensure new kits are taken to the staging areas so they are available when needed.
* Prepare staging areas for up-coming builds in production.
* Place any work in progress shortages (WIPSHORT) into respective builds, once materials have been picked by Stores/Warehouse Staff.
* Take kits to production once they have been picked and processed by Stores/Warehouse Staff.

**Other Duties:**

* **Forklift Operation:** Safely operate forklifts for unloading and loading materials, components, and finished pumps onto or from suppliers, customers, outside carriers, and fleet vehicles.
* **Inventory Counts:** Assist in the preparation and execution of periodic stocktaking exercises, ensuring accurate inventory records.
* **Health and Safety:** Ensure all tasks are performed in compliance with the company's Health and Safety policies, minimising risk and always ensuring good housekeeping practices.
* **Additional Duties:** Perform any other tasks within the job holder’s ability as required to support the company’s commercial activities.

The main responsibilities are outlined above. This is not a definitive list and other tasks / activities may be necessary, as the Company’s commercial activities require.

QUALIFICATIONS & EXPERIENCE:

* Educated to GCSE level or equivalent.
* Effective communication skills both written and verbal.
* Strong organisational skills with keen attention to detail.
* Proficient in basic computer applications (e.g., Microsoft Office).
* Physically fit and able to lift and move heavy items (up to 25KG).
* Valid forklift truck licence with proven experience in safe operation.
* Minimum of 2 years’ experience in warehouse or stores, preferably within a manufacturing or production environment.
* Strong problem-solving abilities and the ability to handle unplanned issues effectively.
* Certification in warehouse safety desirable but not essential as training will be provided.
* Demonstrated commitment to adhering to Health and Safety Policies and regulations.
* Proven track record of maintaining a clean and safe working environment.
* Ability to work collaboratively in a team to achieve common goals.
* Commitment to providing excellent service to internal and external customers.

**Statutory Requirement:** Each employee must ensure that all tasks are carried out within the Company’s Health and Safety Policy, and any relevant Codes of Practice, including COSHH sheets and other instructions, to minimise risk to themselves and other personnel and that good housekeeping applies at all times.