



JOB DESCRIPTION

Job Title:	Warehouse Operative
Reports to:	Warehouse Supervisor

Summary of Position:

Heritage Envelopes Ltd is one of the largest envelope manufacturers within the UK, handling over 30,000 pallets of finished good per annum. We are looking for an enthusiastic, hardworking candidate who will be responsible for the handling of raw materials and despatch of finished goods. The candidate must be willing to work on a 3 shift system, FLT driving experience is preferable but not essential as training can be provided in-house.

Duties and Responsibilities:

- Ensure all finished goods are loaded in a safe, efficient manner with 100% accuracy and competency
- Ensure presentation of finished goods leaves as the customer would expect it to arrive, accompanied with accurate delivery notes
- Ensure all raw materials are checked and offloaded in a safe and efficient manner
- Locate and handle raw materials, ensuring adequate stock levels are allocated and maintained for production at all time
- Monitor and handle waste generated from production
- Monitor and operate the bailers in a safe and competent manner
- Understand the computerised receipt, movement, location and despatch of all finished goods
- Follow internal systems and processes, ensuring all internal paperwork is completed accurately and efficiently
- Ensure Health and Safety procedures are adhered to at all times
- Work well as part of a team
- Any other duties as and when required