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| Job Title: **Evening** **Dispatch Operative (Online sales)**Reporting to: **Logistics Manager**Job Purpose: **To provide an efficient and effective picking and packing function for online sales within the Logistics Department thereby improving the efficiency and accuracy of order fulfilment and stock movement.** |
| **Main Responsibilities:****The successful candidate should fulfil the following criteria:*** Assembling packaging.
* Picking orders in a timely manner.
* Packing orders efficiently to limit damage in transit.
* Confident computer skills to be able to use courier websites and magento.
* Able to use a handheld scanner device to view orders.
* Ability to lift boxes up to 15kg.
* Fulfil certain customer requirements.
* Ability to learn product codes.
* Keeping the online warehouse clean, organised, and tidy.
* Willing to use a pallet truck to manoeuvre full pallets in and out of the area.
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| ***PERSON SPECIFICATION*** |
| **Job Title: Evening Online and Dispatch Operative**

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| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * Written skills – proven ability to use clear concise language.
* Previous knowledge of internet and basic computer skill.
 | * ERP systems knowledge
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| Relevant Experience |  | * Related food manufacturing industry experience
* Experience in a similar role would be advantageous.
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| Skills & Competencies | * Good interpersonal/ communication skills, both oral and written
* Excellent organisational skills
* Ability to assess priorities and manage deadlines.
* Be able to work unsupervised.
 | * Ability to pick up and assimilate information quickly and easily.
* Ability to handle competing demands.
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| Circumstances | * Able to work full-time hours as required, on-site, at Mackle Petfoods, Moygashel
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