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| Job Title: **Despatch Operative**  Reporting to: **Despatch Manager**  Job Purpose: **To provide an efficient and effective picking and packing function 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:**   * Picking orders in a timely manner. * Packing orders efficiently to limit damage in transit. * Able to use a handheld scanner device to view and pick orders. * Ability to lift boxes up to 15kg. * Keeping the warehouse clean, organised, and tidy. * Willing to use a pallet truck to manoeuvre full pallets in and out of the area and load vehicles. * Hold or be willing to work towards gaining a forklift licence. |



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| ***PERSON SPECIFICATION*** |
| **Job Title: Despatch Operative**   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * Written skills – proven ability to use clear concise language. * Previous knowledge of internet and basic computer skill. | * ERP system knowledge | | Relevant Experience | * At least one year in a similar environment | * Related food manufacturing industry experience * Experience in a similar role would be advantageous. | | 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. * Pallet truck * Forklift truck | | Circumstances | * Able to work full-time hours as required, on-site, at Mackle Petfoods, Moygashel |  | |