

|  |
| --- |
| 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.
 |



|  |
| --- |
| ***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
 |  |

 |