

JOB DESCRIPTION

Role Title:	Dispatch / Warehouse Operative	Location:	Bildeston - Workshop
Department:	Dispatch / Warehouse		
Reports to:	Dispatch Manager / Dispatch Supervisor	Direct Reports:	None

Role Overview:	You are responsible for the dispatching of any products going through the workshop. Strong work ethic, real attention to detail in a busy warehouse hub that's always working at full speed. Whatever task performing, attention to detail will make sure every product gets to its customer/client right and on time.		
Roles & Responsibilities:	<ul style="list-style-type: none"> • The wrapping, packing and dispatching of any products going through the workshop • Working to a high level of quality • Loading and unloading of products inhouse and via vehicles • Ensure accurate information is on the packaging and they are labelled correctly for dispatch. • Making sure labelling and products match paperwork • To operate lifting equipment, manual or mechanical as trained. • Just in time deliveries approach of work • Working closely with the Dispatch Manager/Supervisor and keeping them informed of any issues • Any other duties the Company may ask you to perform • Working to the high level of quality expected within the Department. • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures 		
Necessary Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • Physically able to carry out a manual role • Excellent Attention to Detail • Able to use a computer • Ability to communicate effectively • Hard-working, reliable and punctual • Positive, enthusiastic attitude toward work and a desire to do well • Able to work as part of a team and independently • Flexibility • Proactive and ability to show initiative • Good time management and time keeping • Ability to prioritise workload and deal with busy deadlines 		
Desirable Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • Experience of working in a manual role, ideally dispatch/warehouse –not essential as training provided • FLT License – M1 & M2 • Wrapping high end products • Working in a Joinery/Carpentry environment 		
Qualifications:	<ul style="list-style-type: none"> • Any dispatch relevant qualifications 		

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(Desirable to do the job)			
Key Internal Relationships:	<ul style="list-style-type: none"> • All Workshop Teams – Joinery, CNC, Mill, Stores, Sprayshop, Veneer and Ipswich Warehouse • Project Managers • Drivers • Site Managers • Workshop Manager 		
Key External Relationships:	<ul style="list-style-type: none"> • Clients • Suppliers 		
Prepared By:	Harry Scott	Date:	February 2023