

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Warehouse Operative</b>
<b>Department/Cost Centre /Location:</b>	Warehouse – Sutton-in-Ashfield
<b>Company / Division:</b>	Mitchell Powersystems
<b>Reporting to:</b>	Warehouse Supervisor
<p><b>Main job purpose:</b> Efficient receiving and checking of goods coming into the warehouse and ensuring that all goods are correctly located. Picking and packing of orders to meet the customer's requirements and satisfaction.</p>	
<p><b>KEY DUTIES AND RESPONSIBILITIES :</b></p> <ol style="list-style-type: none"> <li>1. Receiving and booking in of deliveries and goods.</li> <li>2. Putting away and locating of stock ensuring that the location accuracy is 100% for new and existing parts.</li> <li>3. Picking and packing of customer orders ready for despatch in line with the customer's requirements &amp; satisfaction. Ensuring accurate selection of parts and quantities and maintenance of inventory.</li> <li>4. Dealing with internal and external customers on the trade counter.</li> <li>5. Effectively communicate with other depots and departments within the business.</li> <li>6. Basic usage of computer systems, including data input into stock management system.</li> <li>7. Loading and unloading of vehicles using a FLT.</li> <li>8. Complete daily KPI's as required.</li> <li>9. Ensure that all work is carried out in accordance with work orders and meets the requirements of ISO9001, HSEQ directives and is in accordance with MPS procedures and work instructions. To work in accordance with the rules, regulations and health &amp; safety requirements as set out in the employee handbook.</li> <li>10. To support other site activities as and when required.</li> <li>11. To carry out any reasonable duties within their capabilities when required by their line manager.</li> </ol>	
<p><b>SKILLS, QUALIFICATIONS, AND EXPERIENCE REQUIRED:</b></p> <ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Previous experience in Warehouse or Logistics Environment</li> <li>• FLT experience preferable – Counterbalance and Reach</li> <li>• Picking and packing experience</li> <li>• Good Communication skills and ability to work on own or a part of a team</li> <li>• Effective time management and the ability to work under pressure</li> <li>• Good IT skills</li> </ul>	

**JOB DESCRIPTION: (Cont'd)**

<p><b>LINES OF COMMUNICATION:</b> (Outline key contacts on a regular basis as required by the job)</p> <p>Line Manager – Warehouse supervisor Internal – Inventory Supervisor Internal – Purchasing Supervisor Internal – Warehouse Admin Team Internal – Purchasing Team Internal – Colleagues within the Warehouse Internal – Depots and other Departments External – Customers</p>
<p><b>LEVELS OF AUTHORITY:</b></p> <p><b>FINANCIAL: None</b></p> <p><b>PERSONNEL: None</b></p>
<p><b>ANY OTHER DUTIES / RESPONSIBILITIES:</b></p>

This Job Description should be read in conjunction with the Operation Procedures, Quality Procedures, Work Instructions, Health & Safety Manual and associated documentation. Copies of these documents are available from your Line Manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Manager)