

Warehouse Operative

Job title: Warehouse Operative

Function: Operations: -

To aid in the handling of goods from receipt to dispatch in a time sensitive and orderly manner. At all times ensure the integrity of products you and handling and be customer focused.

Lines of Communication:

- Upwards
- Laterally
- Downwards

Responsibilities:

- To – Warehouse Manager
- For - NA

Hours of work:

- Minimum of 42.5 Hrs between the hours of 06:00 – 18:30

Duties:

1. Ensure Health and Safety rules, policies and safe systems of work are adhered to and followed at all times.
2. Carry out inspections of all machinery and Mechanical Handling Equipment, document and report defects to your line manager.
3. Ensure all matters regarding Health and Safety are communicated and reported appropriately (i.e. near miss and accident reporting).
4. Maintain the highest standards of housekeeping within the warehouse and the surrounding areas.
5. Carry out your duties in line with Towers policies, ISO procedures and approved training guides.
6. Ensure compliance with the company Environmental Policy.
7. Use the correct IT / system and scanning processes when carrying out your duties as per the training guides and procedures, ensuring all problems are highlighted to your line manager.
8. Support in maintaining the Global Operations Key Performance Indicators (KPI's) by meeting and exceeding the company targets set for the individual activities.
9. Goods in: -
 - Unload delivery vehicles and ensure the timely and accurate receipt of all items into the warehouse and report any discrepancies that may arise during the checking and labelling activity.
 - Carry out the timely and accurate put-away of stock items as required in line with the ABC classification criteria and local storage principles.
 - Transact customer returns and either return products to stock, supplier or dispose.
 - Carry out stock checks



Job Description

10. Goods Out: -

- Carry out timely and accurate picking of sales orders, works orders and transfer orders.
- Check picked orders for accuracy (Quantity, size and colour) and product and supplier packaging defects.
- Pack products to ensure the integrity of the order through to the end user.
- Create delivery notes for sales orders ensuring, the delivery note created is equal to the items being despatched.
- Create carrier labels using the company computer system ensuring the labels are applied to the correct parcels.

11. Other Duties: -

- Operate the heat seal and embroidery machines assisting in the production of finished garments.
- Ensure all essential tasks ("A") assigned to you are completed daily, weekly and monthly as required.
- Carry out any other additional duties that may be required ensuring H&S and quality procedures are followed at all times.