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| **JOB DESCRIPTION** | | | |
| **COMPANY NAME:** | | Specdrum Ltd | |
| **JOB TITLE:** | | **Despatch Operative** | |
| **REPORTS TO:** | | Despatch Supervisor | |
| **JOB PURPOSE:** | | To prepare goods for despatch and undertake loading/unloading of lorries to meet customer’s delivery requirements. | |
| **KEY RESPONSIBILITIES:** | | | |
| * To prepare goods for despatch according to Pick List issued by supervisor. * To check customer technical drawing on company server before completing necessary pre-despatch quality checks to ensure pulleys are correct. * To organise goods onto pallets/stillages, package and ensure correct labelling. * To arrange stock according to product and customer. * To ensure stock goods are stored in correct location and are easy accessible. * To alert supervisor to any stock problems or quality issues with goods. * To ensure goods are ready for despatch to meet delivery targets. * To maintain work equipment and a safe and well organised workstation. * To complete daily safety checks to ensure work equipment is in good working order. * To work in accordance with relevant risk assessments and safe systems of work, as per Health & Safety training and instruction. * To follow instructions provided by supervisor. * To comply with company policies and procedures. * Any other duties, within reason and capability, as agreed with the General Manager / Supervisor | | | |
| **PERSON SPECIFICATION:** | | | |
| ***Criteria*** | ***Essential*** | | ***Desirable*** |
| **Qualifications/Attainments** | * Good standard of education to GCSE level or equivalent | | * Valid Forklift Truck licence |
| **Relevant Experience / Knowledge** |  | | * Previous experience of working in an engineering environment * Ability to read technical drawings |
| **Skills and Competencies** | * A strong work ethic | | * Operational use of Cranes, Abrasive Wheels, Air & Hand Tools * Ability to use measuring tools |

