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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 Production Manager / Supervisor
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| **PERSON SPECIFICATION:** |
| ***Criteria*** | ***Essential*** | ***Desirable*** |
| **Qualifications/Attainments** | * Good standard of education to GCSE level or equivalent
 | * Valid Forklift Truck licence
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| **Relevant Experience / Knowledge** | * Previous experience of working in a stores and warehousing environment
 | * Ability to read technical drawings
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| **Skills and Competencies** | * A strong work ethic
* Ability to use measuring tools
 | * Operational use of Cranes, Abrasive Wheels, Air & Hand Tools
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