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|  **DESPATCH AREA OPERATIVE** |
| **Closing Date**  | 30th June 2022 |
| **Job Summary: To work within the shipping department ensuring that goods are received into stock, allocated and despatched to appropriate customers.** |
| **Grade**  | Grade 5/6 depending on experience | Permanent Position – 37 hours a week.Monday – Thursday 7.30 am – 4pm Friday 7.30am -12.30pm **Overtime / extra hours and shift working maybe be required.** |
| **Shift Rotation**  | **A SHIFT** Monday to Thursday 6am to 1.35pm **Friday:** 6am to 12.45pm | **B SHIFT** 20% on shift premium Monday to Thursday 13.25pm to 9.05pm **Friday:** 12.35pm- 7pm  |
| **Main duties**  | * Receiving parts into stores
* Packing parts to customer requirements
* Preparing parts for despatch
* Printing paperwork for despatch including invoices
* Booking shipments on to courier systems
* Loading lorries with packed goods
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| **Experience and Qualifications**  |
| Desirable  | * Forklift licence
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| Essential  | * N/A
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| **Probationary period**  | All employees in new jobs are required to undergo a six-month probationary period, during which suitability for the position is assessed. |
| **Health and Safety**  | All employees are responsible for reading, understanding and carrying out the requirements of the company’s Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need.  |
| **Continual Development**  | The company requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the company. This should be achieved through the appraisal process. Employees should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals. |