

Job Description (61aa)

Warehouse Operative

Reports To: • Warehouse Manager

Job Function/Purpose: • To pick, count, assemble and pack orders

Principal Responsibilities:

1. The counting/weighing of material for inwards, outwards, stocktaking or any other purpose as required
2. The safe loading/handling/unloading of all material
3. The safe racking/free standing of all material
4. To ensure that all types of material in stock are marked with a size, weight and length
5. To keep a safe tidy and clean place of work for you, other employees and visitors
6. Fulfil training programs deemed necessary to allow efficient performance of duties and assist in your personal development
7. Any other duties as required, commensurate with job position

Key Measures:

- Picking
- Counting

Prepared By: •

Date: • 27th August 2010