# Job Description

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| **Job Title** | Warehouse Operative |
| **BUCF** | |
| **Function** | Supply Chain |
| **Department** | Warehouse |
| **Reports to (Job Title)** | Team Leader |
| **Location(s)** | |

## PURPOSE OF ROLE

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| **Summary** | To pick customer orders correctly in a manner that meets company standards for safety, security, and productivity. The Order Filler is responsible for the completeness and correctness of all orders filled. Using hand held Radio frequency bar code scanners under the guidance and supervision of the team leader |

## KEY RESPONSIBILITIES

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| **Key Responsibilities/ Accountabilities** | **General**<br>• Accurate assembly of customer orders using the warehouse management systems, hand held devices and bar code scanners<br>• Efficiently pick customer orders for delivery, ensuring that the correct number and type of product is picked and shipped<br>• Placed incoming items in inventory<br>• Stock Replenishment<br>• Perform any reasonable task as instructed by the Warehouse Manager.<br><br>**Regulatory & Legal**<br>• Ensuring compliance in conjunction with the Warehouse Manager all Occupational Health & Safety, Environmental and Good Distribution Practices policies regulations and guidance.<br><br>**Environmental and Occupational Health & Safety**<br>• An understanding and follow the Environmental Management System (EMS) and ISO 14001 procedures.<br>• An understanding and follow the Safety Management System (SMS). Ensuring, where reasonably practical, the current laws and regulations and policies relating to Occupational Health & Safety are followed.<br><br>**Quality & GDP**<br>• Understand the principals of Good Distribution Practice (GDP) guidelines for Pharmaceutical Distributors and carryout the duties in such a way as they can demonstrate compliance.<br>• Carry out the GDP duties within the Warehouse operatives section of the job requirements in the QMS.<br>• An understanding and follow the company Quality Management System (QMS) and ISO 9001 procedures |

## PERSON SPECIFICATION

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| **Skills, specialist skills, education, qualifications and knowledge required** | **Must have ( essential)** | **Good to have (desirable)** |

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| **for the role** | handling duties<br><br>**Qualifications**<br>• 3 grade C or above GCSES or equivalent | warehouse environment previously<br>• Has an understanding of health and safety regulations<br><br>**Skills**<br>• He ability to work as part of a team, with a flexible 'can do' attitude to work, and a good work ethic is essential.<br>• The ability to use, with training, a warehouse management system which includes hand held devices and barcode scanners.<br>• Good communication and interpersonal skills.<br><br>**Qualifications**<br>• Warehouse experience is desirable, although full training will be provided in the company systems and processes |

**VALUES AND BEHAVIOURS**

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| **Key Behaviours Required** | Phoenix BASE Behaviours Relevant to role<br><br>**Phoenix Values**<br>Proactive<br>Reliable<br>Respect |