



## **JOB DESCRIPTION**

**Role Title:** Packing Centre Operative

**Reporting to:** Packing Centre Manager

**Working Pattern:** Mon, Wed & Fri -8am-5pm (Plus Tuesday - 10am-5pm in busy periods)

### **Role Summary:**

Ensure the constant flow of graded product is being packaged to the business requirements by customer priority.

### **Responsibilities:**

- Ensure product is packed into correct packaging and boxes
- Maintain correct stock level of packaging to complete daily orders
- Keep the lines flowing consistently and not causing bottle necks on the lines
- Have an understanding of the pallet build requirements by line
- Be proactive and plan ahead for following packing requirements
- Maintain a clean and safe working environment
- Constant communication with internal teams
- Date code required products
- Box finished goods products, Palletise and attach relevant paperwork ready for completion
- Transfer pallets into warehouse area

### **Key Objectives/Measurable:**

- Ensure no loss of time due to bottlenecks
- Correct product as per order requests
- Correct pallet loads
- Clean/tidy and safe working area

**Knowledge/Experience:**

- High attention to detail
- Works well under pressure
- Proactive way of working
- Work as part of a team
- Organised
- Good communicator
- Warehousing and manual handling experience essential

Note: As a 7 day working operation we require employees to be flexible in their hours/days of work when requested by the business to support the operation. **This will always be notified as far ahead as possible but occasionally will be short notice.**

**To apply:** Please send CV and covering letter to [info@stewe.co.uk](mailto:info@stewe.co.uk) . For any questions please call 01872 530320 or email.

**Closing date: 14<sup>th</sup> August 2017**