



DESPATCH OPERATIVE

Due to continued business growth, applications are invited for a Despatch operative to join our busy Despatch Department at Forum Packaging Ltd, Horncastle.

As an experienced multi-skilled despatch operative, with forklift truck licences (including clamp attachment), you will be required to effectively and efficiently prepare finished goods for delivery to customers and produce accurate despatch information as directed, including computer data entry.

The despatch operative will be required to work on the double day shift pattern (6-2, 2-10). However, some shift flexibility will be required in order to cover high levels of productivity and/or sickness and holiday cover within the department.

Successful applicants will be able to effectively communicate verbally and in writing, and be self-motivated with a positive and flexible approach. They will have the ability to use their own initiative, take responsibility and work efficiently as a team. They will be responsible for achieving optimum output whilst maintaining high quality standards. They will be expected to work to strict safety guidelines, maintain good housekeeping of their work areas including the warehouse, and have a good understanding of health, safety, hygiene and environmental standards.

Main duties will include:

- Safe operation and maintenance of fork/clamp trucks at all times in line with trained procedures.
- Ensure the correct goods, with accurate paperwork, is palletised to a satisfactory standard and the pallet press is clear of finished goods at the end of shift.
- Make sure all available product is ready to be delivered to the customer by the required delivery date.
- Ensure all stocks of finished goods are stored in a tidy, efficient manner and checked for palletisation and presentation – with corrective action taken as necessary.
- Ensure all internal procedures and documentation is completed correctly and update the computer systems with finished goods movement/storage.
- Where stock agreements exist with a customer, ensure efficient management of finished goods stock rotation.
- Deliver reels of paper (clamp attachment) and any other raw materials as required to the print and conversion department and update the computer system accordingly.
- Communicate daily with the despatch team to ensure any problems are identified and rectified.
- Liaise with the next shift to maintain effective planned maintenance for the pallet press.
- Provide cover for the Reel Store Operative and Services role as required.

Full training will be provided. Applicant person specification as follows:

- A recognised Forklift Counterbalance and Reach licence
- Experience of working with a forklift clamp attachment would be advantageous
- At least two years work experience in a warehouse/despatch environment
- At least two years work experience in a manufacturing environment

- Educated to a reasonable standard (to include Maths and English)
- Computer literate
- Good understanding of geographical locations (UK)
- Excellent communication skills, written and verbal
- Good understanding of health, safety, hygiene and environmental standards.

Your normal hours of work will be:

- Monday to Thursday 0600 to 1400 / 1400 to 2200 and Friday 0600 to 1100 / 1100 to 1600 (35 hrs / week)

Benefits Package:

- £11.05 / hour
- NEST pension scheme
- DIS Benefit
- 25 days holiday plus bank holidays
- Sick pay scheme

If you have the skills required, please send your CV to Jo Topley, HR Manager at Forum Packaging Ltd, Horncastle.

Please provide an email address and mobile telephone number on your application. If successful, an invitation to attend an interview will be sent via email or text message.

Closing date: 12.01.2024

Interviews held: 22.01.2024