

Role Profile

Job Title: Despatch Picker
Department: Packhouse
Reports To: Packhouse Management
Ref: Ref-040, V3 – 24 Feb 2020

Role Overview

Under the direction of the Packhouse Management responsible for stacking product, selecting correct orders, scanning pallets, loading containers and ensuring orders are correct, and clerical duties associated with despatch of products

Main Duties

- Stack product correctly in chills
- Carry out all required quality checks
- Select correct stock for assembling orders and transfer stock to despatch bay
- Scan all crates on every pallet prior to despatch
- Check that correct number of crates on each pallets have been scanned and correct destination recorded
- Process relevant documentation for each consignment
- Load containers and ensure all pallets have been scanned and checked prior to loading, enclosing documentation
- Communicate effectively with Transport & Production to ensure deadlines are met with regard to shipping times
- Report any discrepancies with order of pick queries and establish how and why the discrepancy occurred
- Work effectively as part of the Team
- Identify new methods and processes to reduce “down time”
- Ensure all loads are loaded in accordance with the “load plan”
- Ensure all orders are correctly filled, assembled and despatched
- Maintain Health, Safety and Hygiene standards in accordance with Company Rules and regulations
- Other associated duties

Competencies to perform the role

- Have a flexible approach to work
- Be capable of handling multiple priorities in a fast-paced environment
- Strong team player
- Be conscientious with strong attention to detail

Experience and Qualifications

- Proficient level of English
- Previous factory/warehouse experience is an advantage but not a requirement