

Position Description	
<b>Job Title</b>	<b>Warehouse Operative</b>
<b>Reporting to</b>	<b>Warehouse Manager</b>
<b>Location</b>	<b>Aston Clinton, Aylesbury</b>
<b>Scope of Role</b>	<p>Global Infusion Group operates a diverse portfolio of brands that include e2B, GIG, Eat to the Beat, and Bonnie May Food &amp; Events, with clients including major corporates, global sporting events, international artists, festivals, film and TV production companies.</p> <p>E2b is a well-established logistics and brand support company, that has built an unrivalled reputation for a quality and bespoke service. This is a fantastic opportunity to take on a diverse role within a successful and expanding business. We provide a supportive environment in which to develop your existing skill set and build a rewarding career path.</p> <p>You will be responsible for ensuring daily operational activities are completed in line with business requirements including effective utilisation of operational resources in-line with quality, safety and customer service requirements. This is a varied role in which you will support the warehouse function with the distribution and rotation of stock</p> <p>We are looking for an organised team player who can continuously meet expectations, with an ability to communicate effectively with a diverse range of people. You will develop a 'right first-time culture', ensuring maximum customer satisfaction through the service provided.</p>

Key Responsibilities
<ul style="list-style-type: none"> <li>• Accurate picking and packing of orders.</li> <li>• Replenishment and dispatching of all orders.</li> <li>• End of day reporting to Warehouse Manager.</li> <li>• Deliver excellence in customer service in a cost efficient and effective manner.</li> <li>• General housekeeping.</li> <li>• Liaise internally with various departments.</li> <li>• Identify measures to improve productivity levels.</li> <li>• Adherence to business operational requirements for safety, security and integrity for all offsite, onsite and warehouse operations and customer products.</li> <li>• Responsible for the safe and secure loading of vehicles.</li> <li>• Any other reasonable related duties as required.</li> </ul>



## Person Specification

	Essential	Desirable
<b>Qualification</b>	Intellectually robust with a good standard of education with at least 5 C/GCSE's or equivalent.	
<b>Experience &amp; Knowledge</b>	Working as part of a team and on own initiative.	Experience in vehicle loading and unloading.
	Manual handling training.	Counterbalance forklift.
<b>Abilities &amp; Skills</b>	Strong customer focus and able to demonstrate the highest regard to delivering excellence in customer service.	
	Ability to demonstrate an organised and accurate approach when working in a busy environment.	
	Practical problem-solving skills with a "hands on" approach to resolution.	
	Can do, enthusiastic, positive attitude with a 'hands on' approach.	

Global Infusion Group confirms its commitment to *equality of opportunity* in all areas of its work. All individuals will be treated in a fair and *equal* manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

**As occupant of this role, I have noted the details in this document are an accurate statement of duties, responsibilities and other requirements of the position.**

<b>Approved by (employee signature):</b>		<b>Please print name</b>		<b>Date:</b>	
<b>Approved by (manager signature):</b>		<b>Please print name</b>		<b>Date:</b>	

