

## **JOB DESCRIPTION**

**JOB TITLE:** TEMPORARY WAREHOUSE OPERATIVE - DESPATCH

**DEPARTMENT:** WAREHOUSE

**REPORTS TO:** WAREHOUSE TEAM LEADER

### **PURPOSE OF THE ROLE**

To work within the warehouse team to ensure efficient, safe and accurate handling of all stock, and delivery of a high quality service to all of our customers.

### **MAIN RESPONSIBILITIES**

- To pick and pack orders.
- To work efficiently and effectively as part of a team.
- To keep work area clean & tidy.
- To maintain high levels of Health & Safety standards.
- To achieve the targets and standards set out by the Team Leaders.
- To be adaptable and flexible in your approach to work.
- To perform any reasonable request made by your line manager.
- Endorse and promote a positive and conscious health and safety culture within the Company. Ensure always take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Ensure compliance with all health and safety, quality and human resource policies and procedures of Original Style.

These are the main functions of the job but employees may be required to carry out other duties as may be reasonably required.

### **PERSON SPECIFICATION**

To succeed in this role the person needs to:

- possess a good standard of numeracy and literacy;
- demonstrate a good understanding of, and commitment to, safe working practices;
- have a positive attitude and high energy;
- work well under pressure;
- have the ability to listen and understand information and ideas presented to them;
- have a good understanding of product knowledge;
- possess a strong team spirit.

**REMUNERATION AND BENEFITS**

We offer a competitive salary and benefits including a contributory pension scheme, 20 days holiday (increasing to 26 days with service) plus public holidays, staff discounts and death in service cover. In addition there is structured training and the potential for career progression within our growing dynamic company.

**BACKGROUND INFORMATION ON ORIGINAL STYLE LIMITED**

Please refer to the following websites:

<http://www.originalstyle.com>

<http://www.ostileshop.uk>

<http://www.designworkstiles.com>

<http://www.dorsetwoolliscroft.com>

**LOCATION**

Original Style has parking and is close to junction 30 of the M5 at Falcon Road, Sowton Industrial Estate, Exeter, Devon, EX2 7LF.