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# Example of Warehouse Operative Job Description

Our company is growing rapidly and is looking to fill the role of warehouse operative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for warehouse operative

* Record and communicate transaction data
* MHE operating
* Deliver high performance standards around all aspects of our packing/sorting of parcel products
* Break down, allocate and load inbound parcel supplies
* Experience of working in a warehouse
* An understanding of the importance of working safely at all times
* A passion for contributing to great customer service
* Accurate picking of customer orders
* Loading onto our delivery vehicles
* Maintaining health and safety standards

## Qualifications for warehouse operative

* Fork lift driving experience preferred but not essential – ideally counterbalance or reach forklift license
* Confident in Maths & English to ensure accurate stock taking, data accuracy picking
* In date fork lift truck licence, counterbalance(Desirable)
* Ability to deputise in the absence of the Warehouse Controller
* Ability to build a rapport with staff at all levels of the operation
* Good communication/interpersonal/organisational skills