

## JOB DESCRIPTION

### PICK, PACK AND QUALITY CHECK OPERATIVE

**Responsible to:** Fulfilment Manager

**Overall Description:** Pick check and pack plain stock for online orders on a daily basis. Manage stock, moving from Warehouse to Fulfilment to restock shelves ready for order picking, and moving between bins in Warehouse for optimum access and use of storage space. Quality Control bulk stock deliveries. Test products to confirm non-conforming goods, reporting and recording accurately.

#### **Main responsibilities:**

- Pick plain stock accurately as required.
- Neaten and ensure product consistency prior to packing.
- Check and pack plain stock orders.
- Move/relocate bulk stock and replenish pick bays regularly and as required
- Count stock and ensure accuracy of stock levels at all times.
- Carry out initial QC of bulk stock deliveries, recording and reporting accurate and timely information.
- Carry out quality tests for size, fabric and fabric colour consistency by measuring and sample fabric and colour comparisons.
- Carry out quality tests for colourfastness and shrinkage by hand washing, machine washing, line and tumble drying, ironing/straightening.
- Maintain accurate computer and paper files where necessary.
- Despatch of goods daily via appointed couriers.
- Manage stock of rejected products, preparing ready for sale and adding to stock.
- Assist in production processes where required.

#### **General Responsibilities:**

- Organise work-load, and work within a team
- Ensure optimum and steady throughput of work
- Maintain a clean and safe working environment.
- Devise efficient and cost saving methods.
- Maintain a cheerful disposition and carry out duties in a purposeful manner.
- Assist in any reasonable activity relative to the everyday running of the Company.

#### **Essential Requirements:**

- Tidy and methodical with a great eye for detail
- Practical, dextrous and with ability to work accurately at speed
- Clear thinker, good problem solver
- Numerate with good level of IT competence
- Flexible and adaptable

#### **Desirable Requirements:**

- Eye for detail, design & colour
- FLT License