



WE ARE NOW RECRUITING FOR FOUR WAREHOUSE OPERATIVES TO WORK ON THE BULK TEAM IN LUTON!

£7.93 per hour | £400.00 Shift Allowance per annum | Other Benefits

An exciting opportunity has arisen for four full-time Warehouse Operatives to join our Team. The shift time will be **18:00hrs – 02:00hrs** (37.5 hours a week), however, it is essential that candidates are flexible to work outside of the normal core hours when required.

Main Duties:

The Warehouse Operative will report to the Bulk Mail Supervisor. The purpose of the Warehouse Operative is to;

What you'll do:

- Load the STS Machine and Goods In/Out duties.
- Sort bags/trays/bundles onto the STS Machine.
- Where required, scan bags/trays/bundles by hand.
- Palletizing as instructed by the Team Leader or Bulk Supervisor.
- Ensure that all work is prepared to agreed productivity levels and quality standards.
- Make sure that mail is processed correctly to agreed timescales.
- Liaise with the Operation Supervisors and Processing Manager as required for relevant operational and statistical information on priorities of work /collection and deliveries for the day.
- Consistently provide excellent customer service, displaying a professional attitude and behaviour to customers and other members of staff.
- Wear company uniform if required, and any required safety clothing at all times.
- Ensure that uniforms are clean and presentable at the start of each shift.
- Comply with all Secured Mail policies & procedures.
- Communicate any problems affecting general service or delivery of mail to Secured Mail head office.
- Follow agreed procedures in the case of accidents, as outlined in the H&S handbook.
- Maintain the work and departmental area, ensuring that it is in a clean, tidy and safe state at all times.
- Work to the standards and procedures as set out in the company's Employee, Drivers, and Health & safety Handbook.
- Make sure that the vans are kept clean and tidy to reflect the Company image.

This list is not exhaustive and more may be added as other areas of need are identified.

About you:

You'll need to be a self-starter who is keen and enthusiastic, with a proactive approach and a 'can do' attitude. You will have good attention to detail and will be able to work effectively as an individual and as well as part of the warehouse team. You must be competent in English and Maths, and should have the desire to learn, as well as a passion for success. Previous warehouse experience is desirable, and an understanding of the mailing industry is also desirable but not essential for this role.

If you enjoy being part of a friendly working environment that is fast-paced, then this role is definitely for you. In addition to your hourly rate, you will be entitled to receive a shift allowance, payable monthly.

Ready to apply?

If you would like to apply for this vacancy, please contact us now by sending your CV to HR, or email to:

Careers@securedmail.co.uk