



WE ARE NOW RECRUITING FOR A WAREHOUSE OPERATIVE TO WORK ON THE DESPATCH TEAM IN LUTON!

£7.93 per hour | £700.00 Shift Allowance per annum | Other benefits

An exciting opportunity has arisen for full-time Warehouse Operative to join our Team. The shift times will be **22:00hrs – 06:00hrs** (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 Despatch Supervisor. The purpose of the Warehouse Operative is to;

What you'll do:

- Liaise with the Operation Managers / Supervisors for relevant statistical information.
- Load all vehicles ready for the drivers, so they're able to leave at their designated time.
- Assist in monitoring the Company vehicle fleet and ensure that the vehicles are kept in full working order and any defects must be reported to Management.
- Provide excellent customer service, displaying a professional attitude and behaviour to customers and staff at all times.
- Wear company uniform if required and any required safety clothing at all times.
- Uniforms must be clean and presentable at the start of each shift.
- Comply with all Company 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.
- Keep the work area in a clean 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.
- Comply with all Secured Mail Company procedures.
- Ensure that the vans are kept clean and tidy to reflect the Company image.
- Make sure that the departmental working area is kept tidy.

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