



## WE ARE NOW RECRUITING FOR WAREHOUSE OPERATIVES TO WORK ON THE SORTATION TEAM IN LUTON!

**£7.93 /hour | up to £1,400.00 extra allowances per annum dependant on role**

Secured Mail has a fantastic, friendly culture that thrives on teamwork, and we offer great benefits such as free, on-site parking, increasing holidays in line with service, quarterly bonus potential and access to Perkbox.co.uk giving you; money off at major retailers, restaurants & cinemas and discounted gym memberships. Our monetary allowances are awarded based on what shifts you work and whether you're a FLT driver. In addition you could also have access to our Company Pension Scheme & other salary sacrifice initiatives, but most importantly the chance to work for one of the largest technology enabled e-commerce and postal logistics businesses in UK!!

In return, all we ask is for someone who really takes pride in their work! You should be a team player with a diligent work ethic, and the confidence & motivation to hit the ground running.

### **Main Duties:**

The Warehouse Operatives will report to the Sortation Supervisor. The purpose of the Warehouse Operative is to; process unsorted mail via the manual hand-sorting process and work on the letter sorting machine.

### **What you'll do:**

- To process unsorted mailings in accordance with agreed SLA's.
- Split mail via format and weight prior to processing.
- Sort non-machinable mail through the hand-sort frames.
- Sort mail on the unsorted letter machine.
- Assist in other areas of the operation when required.

*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. An understanding of the mailing industry would be ideal as you'll be required to look at the compliance of mail pieces as well as the volumes coming in. Ideally, you will have GCSE English and Maths at grade C or above, this is desirable but not essential.

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, and dependant on your role and shift you may be entitled to receive additional allowances, 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](mailto:Careers@securedmail.co.uk)

**Interviews currently being held.**