

**Job Title:** Warehouse Lead Operative  
**Base:** Walraven Ltd,  
18b Wildmere Road,  
Wildmere Industrial Estate,  
Banbury,  
OX16 3JU  
**Reporting to:** Warehouse Team Leader, Department Manager – Warehouse  
**Salary Range:** £22,000 per annum

## Position overview

To work as part of the Warehouse team providing a comprehensive and effective service, and support to the business.

The post requires an individual who is highly organised and proactive, has sound mathematical skills, has the ability to structure and prioritise their own work, cover for colleagues and communicate in a timely, clear and concise manner at all times

Goods will be shipped to the customer in accordance with Walraven's processes and standards. Accuracy and efficiency will be a key focus in delivering to the customers' expectations and supporting the needs of the business.

## Key responsibilities

- Manage daily picklist
- Pick goods for customer orders using hand held scanners in accordance with procedures
- To liaise with customers and clients regarding collections and deliveries of items, as required
- Manage consumables in conjunction with Warehouse Team Leader
- Check and pack orders for despatch in accordance with company guidelines
- Assist with loading and unloading of containers and/or courier trucks when required
- Assist with goods inwards when required
- To continually develop the necessary personal skills to undertake a wide range of tasks ensuring flexibility in the workplace
- To carry out any other duties as required by the Management Team

## Training and Development

The Warehouse Team Leader will provide a PDP (Personal Development Plan) over 3 stages throughout the year, via an online platform, Walraven Academy.

Staff will be provided with the necessary education, training, and support to enable them to meet their responsibilities.

## **Required Personal Specification**

- Sound educational background
- Good/excellent command of the English language

## **Desired Personal Specification**

- Reach Certification

## **Employee Benefits**

Employee assistance programme – Medicash policy that provides money back against certain everyday health care bills

Salary sacrifice pension scheme – Through Peoples Pension

Employee recognition scheme – Bonusly platform that turns points into vouchers

Life Insurance policy – once probation has been passed

Cycle to work scheme – once probation has been passed

MotorSave scheme – once probation had been passed

Living Wage accredited

Investor in People accredited

Free uniform and PPE provided where required

## **Working schedule**

Monday to Thursday 8:00am to 5pm with a 60 minute unpaid lunch break

Friday 7:30 to 4:00pm with a 30 minute unpaid lunch break

25 Days holiday per annum, (5 days of allowance must be kept for Christmas shut down) plus 8 Bank Holidays