



## VACANCY NOTICE

<b>Job Title:</b>	Logistics Operative
<b>Sertec Site:</b>	Wincaster House
<b>Hours:</b>	PM Shift
<b>Reporting To:</b>	Logistics Co-ordinator

### **Main Purpose of The Position:**

The Logistics operative will work closely with the team to support the material schedules to achieve daily targets. Working within a fast paced and demanding environment you will be proactive in supporting the operation taking on a number of tasks and activities to ensure materials/finished goods leave our facilities in line with customer demand and quality standards.

### **Key Requirements:**

To work within the Logistics team performing set daily tasks to support the transition of material/ finished goods through the logistics area to meet business requirements and service level agreements.

- Accurately carry out a range of tasks including Goods Receipt, Picking, Decanting, Stock relocation, Despatch, Perpetual inventory checks, etc.
- Work quickly and effectively under pressure to ensure that internal/ external customer expectations are met.
- Work in line with business process and local Logistics 'standard operating procedures' (SOP'S) to complete all activities to the best standard using Systems and documentation required (eg. Scanning systems).
- Follow part audit process and verification as outlined in SER 8..5.4.5
- Maintain good housekeeping standards ensuring work areas remain neat and tidy in line with 5s principles.
- Report any Material/storage/MHE problems to your Logistics Team Leader.
- Respect and adhere to Health and Safety at Work Regulations.
- Support and engage with continuous improvement activities within the logistics area, suggesting process improvements when identified.
- Work towards achieving operational targets set by the logistics team leader.
- Conduct Preventative Maintenance (PM) audits in line with PM schedules and escalate any problems/faults to your Logistics Team Leader.
- Remain vigilant of labelling concerns and escalate any problems to your Logistics Team Leader.
- Understand and comply with customer operating standards at all times.
- Must be flexible to support other sites/shifts as and when required

• **These duties are not fixed or limited and you may be required to take on additional 'reasonable' duties as business needs change.**

### **How To Apply:**

Please apply for this vacancy via email attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered and a copy of the full Job Description available upon request. Please note, if invited for an interview, please, out of courtesy, make your current line manager aware.

This can be sent to [Natalie.Warrington@Sertec.co.uk](mailto:Natalie.Warrington@Sertec.co.uk)

### **Closing Date:**

Tuesday 12<sup>th</sup> July 2022

"Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome."