

Warehouse Operative Job Description Template

We are looking for a hard-working Warehouse Operative to help us in our warehouse. The Warehouse Operative will be responsible for receiving, labelling and storing incoming deliveries in the correct areas, checking stock for damage, producing and maintaining inventory records and prepare orders for delivery.

A successful Warehouse Operative is hard-working, organised and detail oriented. You should be able to keep accurate records and track incoming and outgoing stock to maintain steady inventory levels.

Key Responsibilities:

- Receive, label and store incoming stock
- Maintain records on stock
- Inspect stock for damage and record damaged stock
- Organise the warehouse space and maintain a tidy environment
- Prepare orders ready for delivery
- Record shipment arrival and departure times
- Operate stock management tools
- Count stock and maintain inventory records

Personal Specification:

- Experience with inventory management software
- Previous Experience in fast paced warehouse environments
- Excellent time management
- Strong organisational skills
- Forklift certification is desirable but not essential