

WAREHOUSE EMPLOYEE

Reports to: Warehouse Management Team • **Location:** Rapid HQ, Colchester

Purpose of the Role

Working as part of the Warehouse Team picking and packing orders with the number one priority of ensuring all orders are despatched effectively and efficiently each day.

Supporting Structure

Working as part of the Warehouse Team reporting to the Warehouse Management Team.

Key Accountability

Warehouse employees are responsible for ensuring orders are picked and packed in line with our high-quality customer service standards. They are also responsible for replenishing bins when new stock arrives, whilst adhering to FIFO requirements for picking and storing stock.

Role Specific Attributes

- Excellent numerical skills
- Administration skills
- Computer literate, including Microsoft Excel and Word skills
- Initiative, drive and enthusiasm
- An organised and methodical approach
- Ability of working to deadlines along with the ability to work on your own initiative



Rapid Core Values

Great Attitude

- Bring energy to the team every day
- Motivate and inspire others with a positive outlook
- Build meaningful relationships with colleagues and contacts
- Address problems in a positive way
- Listen carefully, reflect and think broadly, with agility

Be Successful

- Prioritise own workload and be pro active in the pursuit of goals
- Accountable for own performance delivering business goals over personal gain
- Always set expectations and dependencies and deliver to them
- Diligent approach to the detail but not losing sight of the objectives
- Maintain a work/life balance and not be easily distracted

In a Professional Way

- Always punctual with a professional approach
- Dependable due to reliability, flexibility and integrity
- Exceed both customer and colleagues expectations
- Proactively communicate internally to enhance the success of our common goals
- Take pride in sharing your, or Rapid's success externally

With a 'Be Better' Mindset

- A high degree of learning ability and drive and ambition to succeed
- Confident and can articulate strengths and development areas
- Listen well to constructive feedback from line manager and give feedback with good intent
- Positive attitude towards shared goals and set challenging personal objectives
- Constantly look for innovative working practices and processes
- Belief in the ability for new technology to improve our environment and wellbeing

Quality – "Our Commitment"

Our Mission is to enhance the UK's engineering and manufacturing capability through 3 distinct customer sectors utilising Rapid's technical, supply chain and eCommerce capabilities.

The key to achieving this is by operating an Integrated Quality Management System (IMS) in accordance with ISO 9001: 2015, ISO 14001 and ISO 45001 and embedding a Continuous Improvement way of working and culture. It is expected that you understand how this commitment to quality affects your day to day role and how you can help to strive for constant improvement in this area.



Responsibilities

Picking Tasks

1. To pick orders on a daily basis in accordance with the details on the Pick note e.g. locations, product code, description and quantity and place into the tote. For incomplete orders complete a part pick form and place this in the tote with the pick note
2. To ensure that the worker identification number is placed against the parts of the order completed.
3. To replenish bins to the maximum level with new stock on its arrival.
4. To respond to written or verbal instructions for the prepacking of stock to facilitate ease of picking tasks.
5. To practice FIFO when picking and storing stock.
6. To use manual handling equipment as required receiving or moving stock.

Packing Tasks

1. To use experience and initiative to select the appropriate box(es) and void fill for each order processed.
2. To manually pack all goods.
3. To complete and apply the appropriate carrier label and transfer of goods to the Despatch area
4. To undertake to develop skills in other warehouse roles as reasonably required by the Company
5. To prepare packages for export, using experience and knowledge to apply the correct packing requirements and to complete the relevant paperwork.
6. To ensure that supplies of products are replenished from Goods Inwards stores (packaging)
7. To undertake processing UK Mail items and update the system accordingly and assist in loading the vehicle with packed items (UK Mail Despatch).
8. To process despatches by Royal Mail by preparing and completing electronic and any other relevant paperwork.

Picking Desk

1. To scan and distribute the sales orders to the appropriate zone.
2. To pick orders on a daily basis in accordance with the details on the pick note e.g. locations, product code, description and quantity and place into the tote.
3. To ensure that the worker identification number is placed against the parts of the order completed.
4. To assist in optimisation of stock on a daily basis within own zone.
5. To replenish bins from the put away sheets.
6. To practice FIFO when picking and storing stock.
7. To use manual handling equipment as required to receive or move stock.
8. To respond to written or verbal instructions for the prepacking of stock to facilitate ease of picking tasks.
9. To maintain stocks of special request labels.
10. To find stock information on the internal computer system as required.

In all aspects of the role it is essential that you operate within the health and safety framework of the Company and to refer any issues to the Health & Safety Manager or Directors.

Apply For This Job

Rapid

Rapid part of the **CONRAD** Group