

## **Despatch operative**

### **Purpose of the Role: -**

To ensure that all customers received their orders in good condition and within a reasonable time frame that is acceptable and cost affective for both the company and the customer.

The role involves working closely with Procurement, sales and production to ensure that as a team we can deliver great service to our clients.

### **Key Skills: -**

This is a hands-on role, the position would suit a person with previous experience working within a despatch team in a horticultural business, some horticultural experience is essential.

The candidate must be well organised, good with detail, methodical with a friendly personality.

Strong communication skills and the ability to plan and organise work effectively are key to this role.

Forklift licence or Forklift experience.

### **Key responsibilities: -**

- Plan and execute the picking and packing of stock for orders to be despatched or for collection.
- Loading & Unloading lorries.
- Manage incoming goods and organise appropriate actions for inward stock and ensure after care is arranged with appropriate team members.
- Liaise with other members of the team to ensure the correct resources are available for you to complete required tasks.

- Ensure effective and safe supervision of team members under your supervision.
- Ensuring company Quality standards are adhered to.
- Organise and coordinate transportation activities
- Report to your line manager on progress against targets and any issues arising and possible solutions.
- Understanding and implementing Health & Safety, Environmental and other Regulatory procedures when necessary.
- Work with other team members to ensure the smooth and efficient running of the company.

### **Benefits**

Pension scheme with up to 3% contribution matching

23 Days holiday per annum plus Public holidays

Job Type: Full-Time based on a standard 40-hour week (some overtime will be required)

Working hours 8am - 5pm Monday to Friday

Competitive salary available based on experience

### **The Company**

Established over 48 years ago we are a leading domestic landscape business based in the West Midlands, as part of the company's ambitious growth and diversification plans, we have expanded our Wholesale Cash & Carry operations at our 4-acre Nursery site. The company plans to expand further its trading activity into the landscape market as well as enhancing the offering by establishing an online platform to enable our clients to order directly from our website.

This has created an exciting opportunity for a self-motivated person with a can-do attitude to join our friendly, people focused team.

Please apply in writing along with your CV to [frank@fullbrookplants.co.uk](mailto:frank@fullbrookplants.co.uk)

Closing date 4<sup>th</sup> May 2021