

## Job Description

<b>Job Title</b>	Warehouse Operative	<b>Date</b>	Jan 2017
<b>Department</b>	Warehouse	<b>Location</b>	Dublin
<b>Reports To</b>	Operations Manager	<b>Reports</b>	None
<b>Approved By</b>	CEO	<b>Position</b>	Employee

### Position Summary

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The Warehouse Operative role is to maintain a clean, tidy and safe working environment. They will be supporting the sales team with preparation of materials for shipment and goods inwards. They will be responsible for monthly stock reports for our consignment programmes. They are also responsible for assuring materials are binned and picked correctly at all times.

### Position Context

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The company is in the midst of dynamic growth and is constantly evolving within a competitive marketplace. The Warehouse Strategy is to adapt to the changing environment while maintaining a quality service to the sales and operations department.

### Duties and Responsibilities

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- To pick and pack orders
- Shipping Procedures
- Maintain a clean and tidy work area
- Maintain high levels of Health & Safety
- Work efficiently and effectively as part of a team
- To achieve targets and tasks set out by your manager
- Fork Lift Operation
- Regular light & medium manual handling
- Adhere to the approved Stores Procedures Manual at all times

### Other Duties and Tasks

- Other duties and tasks may be assigned as they arise.

### Skills and Qualifications

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- Fork Lift License desirable but not essential
- Attention to detail and good standard of numeracy
- Excellent written and verbal communication skills.
- Capacity to apply common sense and pragmatism as required.
- Able to apply integrity and good practice across all activities and initiatives.

### Applicants please note:

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1. You must have the right to work in Ireland at the time of interview.
2. Please send your CV and cover letter to rachael@eirtradeaviation.com.
3. The deadline for applying is Monday January 30 2017.
4. EirTrade Aviation is an equal opportunity employer.