



**WBB Warehouse Operative**  
Job Description

1. Scope of the Job	
Job Purpose:	<ul style="list-style-type: none"> <li>• To Assist the Fulfilment Manager in managing the Warehouse and Distribution side of the business. To ensure both physical and system accuracy of all Goods In and Goods Out stock movements, as well as internal stock movements.</li> <li>• To follow all processes outlined by the Fulfilment Manager and Logistics and Procurement Manager faultlessly.</li> <li>• Responsible for all items stored in the A1 Ambient and A1 Cold Store Warehouses.</li> </ul>
Key Responsibilities:	<ul style="list-style-type: none"> <li>• Provide excellent customer service for Goods In and Goods Out.</li> <li>• Responsible for accurate picking of Dray routes and checking van contents prior to departure.</li> <li>• Responsible for maintaining a clean and sanitary Warehouse and Cold Store.</li> <li>• Responsible for <u>all</u> items in the A1 Ambient and A1 Cold Store warehouses.</li> <li>• Responsible for all Goods In and Out of WBB; managing stock movements, accurate loading and unloading, storage and management of warehouse goods.</li> <li>• Maintain adherence to all Company policies and procedures.</li> <li>• Follow all Health &amp; Safety policies to maintain a safe working environment.</li> <li>• Reporting any issues immediately to line Manager – Fulfilment Manager.</li> <li>• Weekly and monthly stock takes.</li> <li>• Ensuring accurate stock rotation</li> <li>• Accurate stock picking and stock movements physically and on SAP</li> <li>• Picking and packing orders for dray routes, Webshop or Contract customers</li> <li>• Ensuring all paperwork is completed accurately for processes &amp; procedures.</li> <li>• Following company goods in and out procedures</li> <li>• Storing and rotating inventory to a FIFO system</li> <li>• General warehouse maintenance</li> <li>• Use of SAP and ability to follow processes accurately.</li> <li>• Packing orders effectively with sufficient and suitable protection for transit.</li> <li>• Occasional delivery driving when required.</li> <li>• Maintain accurate transfers of stock from Production Putaway to Cold store, including all paperwork and storage of goods.</li> </ul>
Other Responsibilities:	<ul style="list-style-type: none"> <li>• Help on brewery tour evenings and brewery shop as required.</li> <li>• Willingness to work flexible schedules as required.</li> <li>• Other duties as assigned by the management team of WBB.</li> <li>• Thorough knowledge of Warehouse Processes.</li> <li>• Organised and detail orientated.</li> <li>• Able to work and communicate well with staff, customers and third parties.</li> <li>• Ability to problem solve and get assistance as needed.</li> <li>• Positive attitude</li> <li>• Hardworking, reliable, and dedicated</li> <li>• Excellent customer relation skills</li> <li>• Ability to work independently.</li> <li>• Physically capable of lifting heavy weights.</li> <li>• Assist other employees, as necessary.</li> </ul>

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2. Business Context	
Reports to:	Fulfilment Manager
Hours:	8am – 5pm (1 hour's Lunch)
Key Contacts:	Internal: <ul style="list-style-type: none"><li>• Warehouse</li><li>• Dray Team</li><li>• Brewery Team</li><li>• Sales Team</li><li>• Planning and Purchasing Team</li></ul>
	External: <ul style="list-style-type: none"><li>• Customers</li><li>• Suppliers</li></ul>

3. Measures of Success
<ul style="list-style-type: none"><li>• 100% completion of all Goods In and Goods Out movements both physically and on SAP.</li><li>• Accurate completion of all paperwork required for company processes.</li><li>• No product breakages in loading or unloading of goods.</li><li>• Accurate Stock Holding on SAP to physical Warehouse.</li><li>• 5% or lower variance on stock checks uploaded to SAP.</li><li>• Cleanliness of the Warehouse and Cold Store</li></ul>