



Job Profile

Job Title: **Apprentice Warehouse/Logistics Operative**

Reporting to: **Operations Manager**

Location: **Thame, Oxfordshire**

Working Hours: **37.5 per week (Monday to Friday)**

Box Technologies is part of the Flytech Corporation – a global technology business with over 500 employees with a market capital in excess of \$350 million dollars and our success means we are always looking to hire more winners for our team.

Overall Purpose of the Job

The Warehouse team provide an excellent standard of service to both our external and internal customers with all aspects of warehouse activity including; Goods In, Pick and Pack, Despatch, RMA requirements, project related activity, Stock Organisation and Distribution.

The role of an apprentice will be to start at entry level, learning the basic requirements of a Warehouse function within a busy distribution environment. A structured job related training schedule will be delivered and supervised with the view to the individual progressing to Warehouse Operative level within a 12-18 month period.

Upon successful completion of the training required to reach Warehouse Operative level, individuals will then have the opportunity to pursue further training opportunities within other departments across the business in order to develop their career development opportunities i.e. Procurement, Technical or Customer Service.

Day to Day Responsibilities

Week 1 – Week 2

- General housekeeping duties to include -
 - Sweeping-mopping
 - Making boxes
 - Setting up work stations
 - Shredding-baling
 - Decanting units into bays
 - Moving stock to location(s)
 - Sorting Inbound stock and delivering to appropriate station (Goods In/RMA)
 - Wrapping Pallets
 - Labelling stock
 - Handling stock (lifting-manual handling)

Week 3 – Week 4

- Basic Warehouse duties to include –
 - Putting away stock
 - Sorting shelves
 - Picking (depending on attitude)
 - RMA spares picks
 - Introduction to warehouse systems
 - Introduction to despatch (Packing for collection)
- Support the Procurement team in the production of standard reporting and presentation data across the department, including KPI capture and analysis.
- Provide administrative resource to the Procurement team in the generation and expedition of purchase orders, maintenance of supplier price lists and approved supplier records.

Month 2 – Month 6

- RMA training/Booking in of RMA units via database
- Customer owned PED swap process
- P2Pe training a sign off
- DHL portal training and sign off on booking onward daily consignments.
- Pallet line booking training for onward Pallets to customers

Month 7 to Month 12

- Provide administrative resource to the Procurement team in the generation and expedition of purchase orders, maintenance of supplier price lists and approved supplier records.
- Undertake day to day administration training and creation of company stock records in cooperation with the product marketing team. Applying specific focus to the purchase specific detail (Shipping specifications, prices etc)

Additional tasks to be added upon completion of week 1 to 4 activity, completed to a satisfactory standard.

Skills and Qualifications

Essential

- Ideally a Grade C/4 and above in both GCSE English and Maths
- Good standard of literacy and numeracy
- Good standard of IT literacy
- Ability to prioritise tasks and manage own time
- Clear attention to detail.

Personal Skills

- Determination to succeed
- Problem Solver
- Positive attitude
- Good work ethic

- Can- do Approach
- Uses initiative & applies common sense