

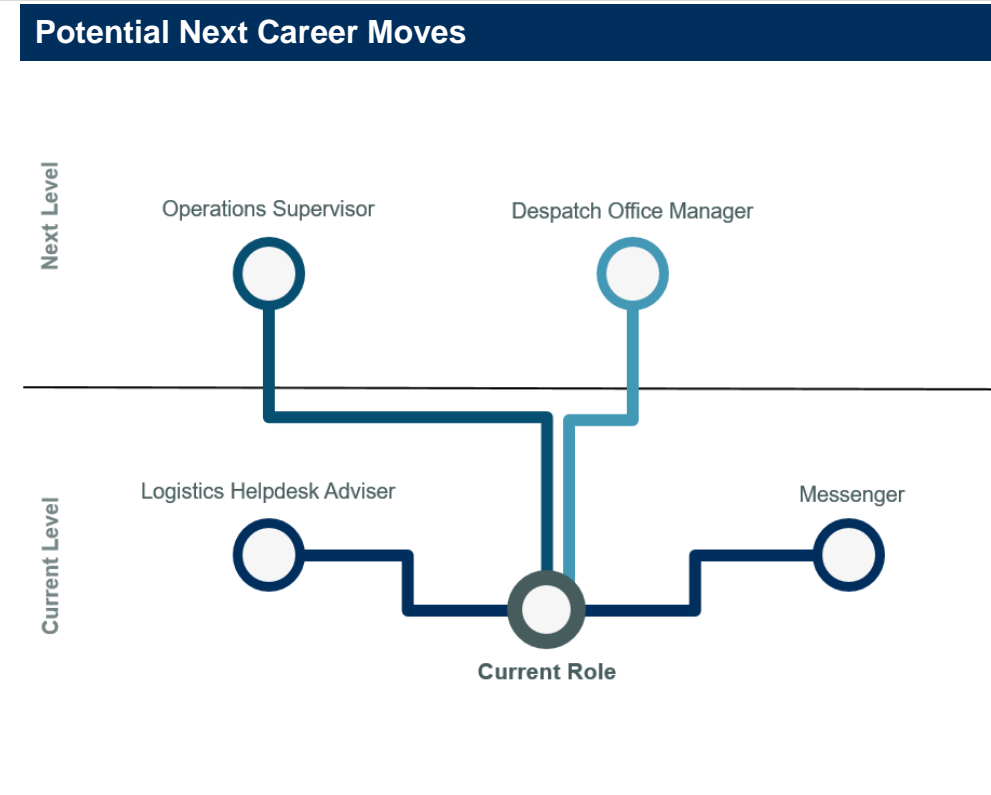


<b>Role Title</b>	<b>Warehouse Operative</b>				
<b>Job Family</b>	<b>Logistics</b>	<b>Sub Category</b>	<b>Couriering and Warehousing</b>	<b>Grade</b>	<b>A2</b>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Working Together</li> </ul>	<ul style="list-style-type: none"> <li>Managing a Quality Service</li> </ul>	<ul style="list-style-type: none"> <li>Delivering at Pace</li> </ul>		
<b>Purpose</b>	Undertake a range of warehouse duties covering the receipt, dispatch, ordering, management, storage and disposal of goods.				

<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>Receive all goods entering site, carrying out requisite threat detection and maintaining high levels of safety and security</li> <li>Receipt goods and recording on Prism</li> <li>Accurately and efficiently pack items for despatch</li> <li>Ensure all goods are delivered to the agreed service delivery standards</li> <li>Customer advice, including advising on IATA regulations for Dangerous Air Cargo</li> <li>Support, investigate and help resolve problems associated with logistics and diplomatic bag processes</li> </ul>	<ul style="list-style-type: none"> <li>Create and complete paper and electronic records for the tracking of all goods on and off site</li> <li>Provide administrative support to the Warehouse service</li> <li>Procurement of goods for inventory supply, including purchase orders, requisitioning, and GPC orders. Manage inventory stock for internal and external customers</li> <li>Arrange for the complete end to end disposal of goods as appropriate, dealing with items up to and including STRAP</li> </ul>

<b>Authority and Scope</b>
<ul style="list-style-type: none"> <li>Procurement of goods for inventory supply, including purchase orders, requisitioning, and GPC orders. Manage inventory stock for internal and external customers</li> <li>Arrange for the complete end to end disposal of goods as appropriate, dealing with items up to and including STRAP</li> </ul>

<b>Internal and External Communications</b>
<ul style="list-style-type: none"> <li>Liaise with internal and external organisations.</li> <li>Liaise with logistics partners at Goods In and Despatch, 3rd parties and FCDO Services.</li> <li>Liaise with FCDO and PAG officers at post</li> </ul>



<b>Skills</b>
<ul style="list-style-type: none"> <li>Screening of goods*</li> <li>Packing goods*</li> <li>Operating specialist tools and vehicles*</li> <li>High risk manual handling*</li> </ul> <p>*sector/role specific - can be developed in role</p>

<b>Qualifications, Knowledge and Experience</b>
<b>Essential</b>
<ul style="list-style-type: none"> <li>Experience and/or training in Microsoft suite (particularly Word and Excel)</li> <li>Basic English and Maths qualification (equivalent to GCSE Grade C or 4)</li> </ul>

<b>Desirable</b>
<ul style="list-style-type: none"> <li>Experience of working in a warehousing environment</li> <li>Awareness of security requirements</li> <li>Forklift truck experience</li> <li>Understanding of H&amp;S requirements of working in an operational facility</li> </ul>