

Role Title	Warehouse Operative				
Job Family	Logistics	Sub Category	Couriering and Warehousing	Grade	A2
Behaviours	• Working Together	• Managing a Quality Service	• Delivering at Pace		
Purpose	Undertake a range of warehouse duties covering the receipt, dispatch, ordering, management, storage and disposal of goods.				

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

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

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



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

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

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

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