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.					

# FCDO Services

## **Key Accountabilities**

- Receive all goods entering site, carrying out requisite threat detection and maintaining high levels of safety and security
- · Receipt goods and recording on Prism
- Accurately and efficiently pack items for despatch
- 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

- 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

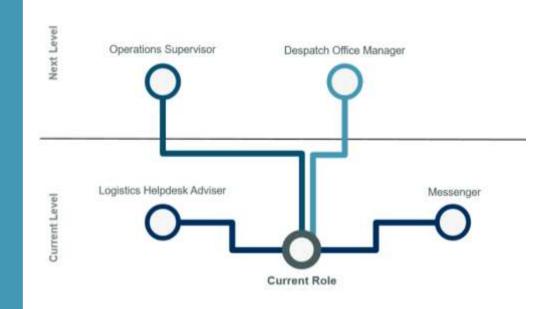
#### **Authority and Scope**

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#### **Internal and External Communications**

- 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

#### **Potential Next Career Moves**



#### Skills

- Screening of goods\*
- Packing goods\*
- Operating specialist tools and vehicles\*
- High risk manual handling\*

\*sector/role specific - can be developed in role

# Qualifications, Knowledge and Experience

#### Essential

- Experience and/or training in Microsoft suite (particularly Word and Excel)
- Basic English and Maths qualification (equivalent to GCSE Grade C or 4)

## Desirable

- · 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