

## JOB DESCRIPTION

<b>Job Title</b>	<b>Packing &amp; Dispatch Operative</b>
<b>Reports To</b>	<b>Packing &amp; Dispatch Supervisor</b>
<b>Function</b>	<b>Assembly</b>
<b>Version/Date</b>	<b>February 2025</b>

### Company / Function

The Engineering function is a multi-disciplined team that provides technical support to all other functions and is responsible for product design, innovative product development and the delivery of the complete manufacturing and technical data packs associated with our contracts. The team also provides hands-on support for installation, testing and commissioning of new equipment, both internally and at our customers' sites, all over the world.

### Job Purpose

We are looking for a dedicated and safety-conscious Packing and Dispatch Operative to join our team. The ideal candidate will be responsible for safely packing, handling, and dispatching finished goods, ensuring they are securely prepared for transport to our customers. You will be expected to maintain high standards of packaging, adhere to health and safety protocols, and contribute to the smooth flow of goods through the dispatch process.

### Key Responsibilities

1. Accurately and efficiently pack heavy, oversized, or complex engineering products, using appropriate materials and methods to ensure the protection and safety of finished goods during transport.
2. Strictly adhere to all health and safety guidelines and company policies to ensure a safe working environment for yourself and your colleagues.
3. Ensure correct manual handling techniques are used when lifting or moving heavy items to prevent injury.
4. Inspect products for quality and completeness prior to packing, ensuring they meet specifications and are free from defects.
5. Ensure that correct dispatch documentation accompany all goods being dispatched and are completed accurately.
6. Ensure packed goods are correctly prepared for dispatch and loaded onto the appropriate transport vehicles on time.
7. Work closely with other stakeholders to manage completing requirements to ensure timely and accurate dispatch of finished goods.
8. Communicate any issues or delays to the Packing and Dispatch Team Leader to ensure smooth operations.

9. Monitor stock levels of packing materials, including pallets, shrink wrap, straps, and cushioning, and report any shortages to the supervisor.
10. Assist in maintaining an organized and tidy packing and dispatch area to improve efficiency and reduce the risk of accidents.
11. Other related duties as assigned.

**Skills/Experience**

- Previous experience in a packing or dispatch role, ideally within a heavy engineering or manufacturing environment.
- Solid knowledge of packing techniques for heavy, oversized, and bespoke products.
- Strong awareness of health and safety practices in a warehouse or Assembly setting.
- Ability to follow detailed packing instructions and specifications.
- Strong attention to detail to ensure accuracy in product packing and documentation.
- Good organisational skills and the ability to prioritize tasks effectively in a fast-paced environment.
- Experience with shipping and dispatch processes.
- Forklift certification or experience operating warehouse / Packaging equipment.
- Knowledge of packaging materials and methods for protecting heavy and secure products during transport.
- Experience with shipping and dispatch processes.

**Personal attributes and other requirements**

- As a defence contractor, we have a number of security obligations placed upon the Company, which means that all our staff must be able to successfully achieve the relevant security clearances.
- Holds a valid UK driving licence.
- A passion for working in engineering/defence environment.

**Working Conditions**

- Site based - Newcastle Upon Tyne