

# Role description



## Warehouse Operative

Contract: initial 4-months, fixed-term

Hours: full time, 9-5

Salary: £23,500-£25,000 depending on qualifications

Location: Camberwell, London SE5

## About the role

This is a dynamic and physically engaging role, with each day bringing a variety of tasks to keep things motivating. You'll be part of a collaborative team, ensuring that books are efficiently processed, packed, and shipped to support the charity's mission. There's a strong sense of purpose, knowing that your efforts directly contribute to getting books into the hands of those who need them.

## The role includes the following responsibilities:

- Perform general warehouse duties as required, including receiving and logging stock, shelving, picking, packing, and stamping books
- Handle shipping logistics, including processing shipping pallets, loading containers, and operating a forklift when necessary (if qualified)
- Maintain cleanliness and organisation in the warehouse and packing area to ensure a safe and tidy work environment
- Adhere to Health and Safety regulations at all times to promote a secure workplace
- Collaborate with team members to achieve the charity's book donation targets

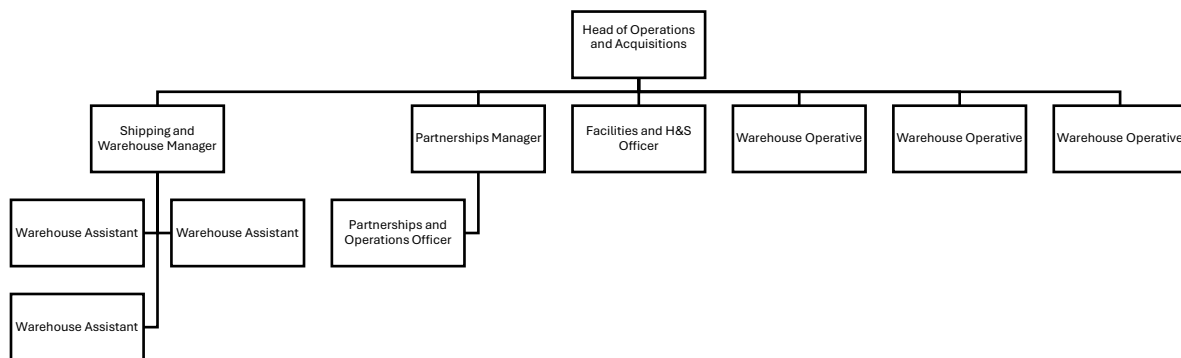
## Requirements for the role:

- Strong attention to detail and IT literate to be able to follow stock management procedures for accurate logging, shelving, picking, and packing of books
- Understanding of Health and Safety regulations, especially in a warehouse environment. A first aid qualification would be advantageous
- Physically able to safely lift and manoeuvre boxes of up to 25 kgs
- Strong teamwork and communication skills to collaborate effectively and support the team
- Proactive approach to maintaining cleanliness and organisation in the warehouse
- Qualified forklift operator would be advantageous

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## About the team:

The Operations Team is responsible for the receipt and processing of over 1,000,000 new books donated from UK publishers. The team make up orders and prepare for shipments to Africa and beyond.



## Benefits include:

- 25 days annual leave plus bank holidays. The Charity is closed between Christmas and the new year, with three days given to those staff with us at the time
- Life Assurance Scheme
- Defined Pension Benefit Scheme
- Employee Assistance Programme
- Family friendly policies including flexible working
- A wide range of training and development opportunities at individual and organisational level