

GROUP 4

JOB TITLES	SHORT DEFINITION
Warehouse Manager	<p>The warehouse manager is in overall control of the distribution centre or warehouse. They have ultimate responsibility for ensuring the safe and efficient day to day running of the unit to help meet the organisation business plan.</p> <p>This process includes staff and financial management but also quality and environmental control.</p>
Warehouse Shift leader	<p>The warehouse shift leader manages the daily operations on the warehouse floor. Depending on the size of the warehouse, they may be responsible for part or all of the operational processes. However, in general terms they ensure the optimal receipt, storage and issue of goods, and ensure that the organisational standards are met. Key tasks include the management of the daily activities in the warehouse, and the management of inventory control. Depending on the size of the warehouse, the supervisor may have a number of smaller teams reporting to them</p>
Warehouse Operator/Operative	<p>The warehouse operators may work in a particular area or may be classed as multifunctional. They normally receive deliveries of goods and check them against the relevant documentation which may include scanning incoming goods. They may use a forklift truck to load, unload and move goods and have responsibility for replenishing stock. The work may also include order picking, inspection, weighing and packing ordered goods.</p>
Forklift Driver	<p>The forklift driver is responsible for the safe loading, unloading of goods from vehicles and the movement of goods within the warehouse. They ensure goods are placed in the correct storage locations and may operate within the warehouse or yard. They are also responsible for ensuring the daily maintenance of their</p>

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	forklift is carried out.
Order Picker	The order picker selects customer orders accurately by following a picking list. They may also pack orders and group them together ready for dispatch. The order picker checks the orders to ensure completeness and reports any shortages using the appropriate systems. They also report damaged or defective stock items
Order Processing Clerk	Normally working either within the warehouse or in the administration area, they receive the orders from customers and enter them into the computer which prints order pick-lists. These pick lists are then grouped by delivery schedule and given to warehouse supervisor for assembly. Once delivery has been confirmed invoices can then be raised.
Maintenance Supervisor	The maintenance supervisor ensures equipment service and repairs are carried out in line with the agreed schedule and are properly recorded with minimum disruption to the normal operation. They also ensure the coordination of any specialised contractors required.
Maintenance Operator	The maintenance operator performs the maintenance tasks for the equipment and buildings of the organisation. They service and repair machinery and equipment in line with organisational procedures and report any defects in the appropriate manner.