



Prototype Electronics Ltd

Job Description

Job Title:	Dispatch Operative
Post Reference Number:	PR02
Reports to:	Production Manager
Reports to you:	N/A
Salary:	Dependent on skills and experience
Hours:	39 hours per week – Monday – Thursday – 7:00am – 5:15pm
Status:	Permanent

Prototype Electronics – About Us

Our business is based on being Customer Obsessed, we pride ourselves on our Impeccable Quality, Responsiveness and Flexibility.

We offer a Professional, Modern approach to electronics manufacturing, and have invested heavily in state-of-the-art manufacturing techniques, as well as investment into our people to make sure we stay ahead of our competition, as a result we offer the following rewards:

- 4 Day working week (Production staff)
- 150% Overtime rate, or bank as TOIL.
- Christmas Bonus.
- Very flexible office hours.
- Subsidised car wash scheme.
- Payday Lottery – Excellent Prizes to be won every Payday.
- Employee led social committee, organising various activities – I.e. Water sports, Go-Karting, Skittles night, Burger night, Comedy nights etc. (all paid for by the company)
- Paid for Christmas Party.
- Carry 2 weeks holiday into following year.
- Free On-site parking.
- Free Tea and Coffee.
- Additional holiday at 3yrs, 5yrs, 10yrs and 15yrs service.
- Christmas Shutdown, paid for by us. (25th Dec to 1st Jan, plus Bank Holidays)
- Pay Bonus at 5yrs Service. (1 week)
- Pay or Holiday Bonus at 10yrs Service (1 week)
- Pay or holiday Bonus at 15yrs Service (1 week)

We are committed to employee growth and encourage them to reach their full potential, we offer in house training and always look to support the development of our staff through external training programs.

Main Purpose of Role

We are looking for a Dispatch Operative to join our team to ensure products are shipped quickly and safely.

The Dispatch Operative must also be able to seal each container, use hand tools and tapes to protect the package from harm during transportation and observe all company safety standards.

Ultimately, you will work in a fast-paced environment, and you will be responsible for the wellbeing and accuracy of items shipped to our customers.

Hand delivering customer orders (by van) will be a significant part of your role, and therefore a clean, current, full driving license is essential.

Main Tasks and Duties

- Pack, weigh and label completed items for shipment or storage
- Follow all company guidelines regarding packaging to ensure items arrive at their destination
- Organise third party pick-up, create shipping documentation and administrate delivery notes
- Manage packaging consumable stock levels
- Liaise with the Production Planner/ Manager on outgoing shipments.
- Properly use packaging materials, including hand tools, tapes, padding, etc
- Delivering the packaged products as and when required
- Other tasks as required by the business

Person Specification

Essential		Desirable
Qualifications		
Skills and Abilities	<ul style="list-style-type: none"> • Ability to follow verbal and written instructions • Organisational abilities • Computer literate 	
Experience and Knowledge		<ul style="list-style-type: none"> • Proven work experience in a Dispatch environment or similar role
Personal Qualities	<ul style="list-style-type: none"> • Willing to work as part of a team. • Adaptable to change. • Strong communication skills and desire to work with other team members 	
Other	<ul style="list-style-type: none"> • A clean, current, full driving licence 	
Competencies Required of all staff:	<ul style="list-style-type: none"> • All staff are required to champion and embrace the Prototype Electronics company 	

Ethos and Values. You must be Flexible, Willing, Professional, and hold yourself to Impeccable Quality Standards.

We go the extra mile to stay ahead of our competition, always!

Terms and Conditions:

- This is a permanent full-time appointment
- The Contract of Employment will be based on the provisions of the Prototype Electronics Ltd Terms and Conditions and contract
- The salary for this post will be dependent on skills and experience
- Working Hours will be: 39 hours per week – Mon-Thurs 7am - 5:15pm
- The annual leave entitlement will be 5.6 weeks per annum to be taken during the period 1 January to 31 December inc. agreed Statutory Bank Holidays and company closure days. (*Pro rata for part-time of fixed-term appointments*)
- The appointment is subject to the satisfactory completion of a 3-month Probationary Period with interim reviews after 1 and 2 months
- The notice period will be statutory on either side
- Membership of the NEST pension is available
- The appointment is subject to the company receiving satisfactory references

Statement by appointed person:

Section to be completed following offer of post to successful candidate

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Packer / Driver at Prototype Electronics.

Signed:

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Print Name (Block capitals):

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Date: