

## JOB SPECIFICATION – DISPATCH OPERATIVE / FORKLIFT DRIVER



### REPORTING TO:

The Production Manager

### SCOPE:

GSL have a great opportunity for a Warehouse Despatch Operative to join a well-established company in Dunfermline.

The ideal candidate will be forklift trained on counterbalance as a minimum and has previous experience using a pallet truck.

### FUNCTION:

The Employee will be working within a warehouse, dispatch environment working with industrial traffic and equipment. Transportation, driving duties and forklift duties will be a large part of the job. The Despatch Operative will be responsible for loading and delivery products to customers

### DUTIES:

Duties and responsibilities but not limited to:

- Prepares the goods for customers and hauliers' collection.
- Pick and Check customer orders as required ready for despatch
- Required to carry out manual duties in a fast-moving manufacturing warehouse environment.
- Preparing despatch documentation, maintain and files inventory records of old and new despatch reports daily, retaining all signed despatch note copies.
- Forklift driving duties
- Loading of vehicles/ hauliers in the yard or warehouse despatch areas around the business.
- Ensure that the Yard is always kept tidy with the Clean as You Go policy
- Must be Pro-active, use initiative and have good communication skills
- Receiving of product from production then sending to the designated areas of storage
- Stock check daily/monthly and rotation of shelf-life products.
- Input Returns of packaging materials daily of each customer or product from inbound deliveries.
- Out load packaging materials information correctly and to be checked and signed off when distributed to customers daily.

### PERSON SPECIFICATION:

- Self-motivated and enthusiastic.
- Flexible, accommodating, and positive approach.
- Use initiative to achieve results.
- Takes full accountability for performance and development.
- Ability to work under pressure.

- Team player.

REQUIRED SKILLS:

- Experience - Ideally 2 years previous experience in a warehouse environment would be a bonus, this would be desirable but not essential.
- Previous production manufacturing experience and knowledge of the production process
- Experience and license with forklift ticket.
- Full Clean Driver's License
- Previous experience of working within a strong safety

BASED:

Greenfold Systems Ltd  
Pitreavie Drive,  
Pitreavie Business Park  
Dunfermline, Fife  
KY11 8US

Working Hours will be:

Mon	07:45 – 16:30
Tue	07:45 – 16:30
Wed	07:45 – 16:30
Thu	07:45 – 16:30
Fri	07:45 – 13:00

Overtime options available.

Pay will be dependant on experience please enquire upon application.

ABOUT US:

GSL (Greenfold Systems Ltd) is growing electro-mechanical manufacturing company based in Dunfermline with partners located across the UK. We offer complete outsource manufacturing solutions to a variety of industries across the UK. Joining our team provides the opportunity to work on a range of diverse and innovative projects from rail, road, vertical farming, commercial products, energy sectors and more.

TO APPLY:

If you have experience as a Despatch Operative/ Forklift Driver and are interested, please get in touch for further details. We want to hear from you!

Please reference the job you are applying for and email your CV to: [Craig.watson@greenfold.co.uk](mailto:Craig.watson@greenfold.co.uk)