

Operations Assistant - Edinburgh (Depot 175)

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Company: APC Overnight

Location: United Kingdom

Category: other-general

Job Summary: Scanning freight from cages and distributing to the correct bays, assisting drivers with loading their daily routes, keeping the work areas and yard clean and tidy, processing any damaged goods and preparing for the afternoon sortation.

Responsible to:

Operations Supervisor

Depot Manager

Skills/requirements:

Good attention to detail.

A good understanding of written English language and numbers.

Ability to work under pressure.

Ability to work on own initiative.

Main duties:

The main areas of responsibility and expectations for this role are as detailed below:

AM Sortation:

Unload freight from the Hub vehicle in a morning, this can be various sized vehicles.

Assist in the sorting and scanning freight correctly.

Assisting loading vans for the daily routes.

Ensure that the Warehouse is set up for the afternoon including bringing in cages and labelling them up correctly.

Deal with any issues with failed scans from the morning sortation, investigating the matters to understand why this item has not scanned, and ensure this is resolved ready for delivery the following day.

Deal with any held freight within the depot, ensuring it is scanned, and redeliveries arranged are ready for delivery the following day, returned freight to senders is processed.

Ensure any damages are repackaged and labelled for return or redelivery.

Keeping work areas and yard tidy.

Ensuring full compliance with health and safety rules and processes.

Completion of any KPIs, reports and/or other administrative duties that may be required.

PM Sortation:

Ensure that the Warehouse is set up for the afternoon including bringing in cages and labelling them up correctly.

Deal with any issues with failed scans from the morning sortation, investigating the matters to understand why this item has not scanned, and ensure this is resolved ready for delivery the following day.

Deal with any held freight within the depot, ensuring it is scanned, and redeliveries arranged are ready for delivery the following day, returned freight to senders is processed.

Ensure any damages are repackaged and labelled for return or redelivery.

Keeping work areas and yard tidy.

Ensuring full compliance with health and safety rules and processes.

Support drivers when returning to the depot with the unloading of their vehicles, ensuring full compliance with segregation.

Unload any pallet freight and ensure full compliance with segregation.

Load freight pack into cages, or pallets where necessary.

Loading the departure vehicles ready for on time, scheduled, departure.

Ensure that the Warehouse is set up ready for the morning sort, including bringing the delivery vehicles into the Hub to relevant bays.

Completion of any KPIs, reports and/or other administrative duties that may be required.

This list is not exhaustive and you may be required to perform additional duties.

Other Information:

Flexibility will be required to cover holidays and sickness, absence etc.

As this role develops you may be required to develop your skills further

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