

---

## Kefron – Warehouse Operative

---

### Position Reports to Shift Leader

#### About Kefron

*Kefron is a family owned document and information management company.*

*Kefron is a people business and we are experts in what we do. People like doing business with people who work closely with them to understand their needs. That's why we recognise that our core strength is our people and because of this, our people pride themselves in getting things right.*

**Our Vision:** Our brands in every building

**Our Mission:** To get closer to our customers. See the need, deliver the solution

#### Our Values:

- Passion & Pride
- Security & Trust
- Initiative & Ownership

#### Job Purpose:

- Maintenance of movement of records to and from warehouse facility
- Manual movement of record in a safe and conscious method
- To assist in the overall production and dispatch of records between the warehouse facility and the project processing room
- Execute all requirements as set out by Project Manager

#### Key Responsibilities (Key Responsibilities include, but may not be limited to)

- Picking and packing of records
- Cleansing and clearing racking within a warehouse facility
- Hand-lab or and material-moves
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; Sweep, dust free
- Always organize warehouse and work area for orderliness and production
- Adhere to the safety standard and safety equipment
- Sort and place materials or items on racks, shelves or pallets according to project organizational standards



- Movement of boxes, crates and other containers
- Physical demands and abilities to keep production flow to and from the Indexing team
- Maintaining and clearing the completion area to storage completion area
- General Warehouse duties

### **Personal Specification**

- Forklift operation or Ride on permit of benefit
- Health & Safety
- Manual Handling
- High attention to detail
- Working to KPI Targets daily
- The ability to prioritise and multitask, with excellent time management skills
- Resilient and calm whilst working in a fast paced, high volume environment.

### **Work Experience Necessary:**

- Experience in a warehouse environment of benefit

### **Personal characteristics:**

- A professional and very dynamic person that can adapt to the ever-changing environment of Kefron.
- Must be high energy and self-motivated and deliver on agreed commitments in a professional and timely manner.
- Excellent communications and relationship management skills
- Must be a team player, yet highly self-driven and ambitious
- Strong organisational skills in order to deliver on customers' expectations.
- To have the ability to set realistic individual objectives to drive departmental goals.
- Must have a financial understanding and have the ability to maximise margins.

Kefron is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity. If you have a disability or special need that requires accommodation, please let us know.