








Key Information

Job Title:	 Warehouse Operative (Line Operative)	Reference: WH-BIC
Location:	 Bicester, Oxfordshire	
Salary:	 £23,000 - £23,800 per annum	
Contract:	 Full-Time, Permanent  Monday - Friday, shifts between 6am - 5pm (40+ hours per week)  Flexibility required - regular overtime work is expected	

Licence Requirements

Essential Licences:

 Not required

Highly Desirable Licences:

 Full UK Driving Licence and Own Vehicle

Professional Competencies

Essential Skills and Experience:

Requires a minimum of 1 years experience in a similar Warehouse Operative role
Must offer administrative and data entry experience, ideally within a similar environment
Needs proven experience correctly labelling and packaging goods
Must be physically fit and comfortable with heavy lifting
Needs to be able to stand for long periods of time whilst working
Must be comfortable working in temperature-controlled environments (hot or cold)
Needs to have awareness of health and safety regulations

Desirable Skills and Experience:

Should be able to identify any defects or lack of quality in products
Will ideally have an understanding of food safety and hygiene regulations
Experience working in a food production environment is desirable

Behavioural Attributes

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| ✓ Willing to be flexible in working hours | ✓ Highly organised with good timekeeping skills |
| ✓ High attention to detail and accuracy | ✓ Good communication skills in English |
| ✓ Dedicated and self-motivated | ✓ Confident when working alone and with a team |
| ✓ Adaptable to changing priorities | ✓ Clean and organised within the workplace |
| ✓ Able to work in fast-paced environments | ✓ Dedicated to ensuring the best quality |
| ✓ Enthusiastic and willing to learn new skills | ✓ Able to stand and work for long periods of time |

Duties and Responsibilities

- Working under and reporting directly to the Production Supervisor
- Processing and packaging goods to ensure high quality standards are maintained
- Loading and unloading a variety of products, which may include heavy lifting
- Checking items for defects and reporting quality concerns or discrepancies to Management
- Working in temperature-controlled environments such as incubators or freezers
- Assisting with the correct organisation and storage of products within the warehouse
- Maintaining accurate inventory levels and keeping the production data record up-to-date
- Carrying out administrative tasks including accurately updating paper and digital records
- Working to strict company and regulatory standards, including health and safety at work
- Following safety protocols and procedures including food safety and cleanliness standards
- Being mindful of different types of products and the risks of contamination
- Assisting with thorough cleaning and maintenance duties on site as required
- Operating and helping to maintain machinery and equipment within the warehouse
- Working with the wider Production Team to ensure client needs are met in a timely manner
- Other duties as assigned by the Production Supervisor or business demands

Company Perks and Benefits

- ✓ Competitive monthly pay
- ✓ Contributory company pension scheme
- ✓ 25 days annual leave plus bank holidays
- ✓ Access to free meals during your break time
- ✓ Life insurance cover and 24/7 wellbeing support
- ✓ Free on-site staff parking
- ✓ Dedicated professional development and support

Successful candidates will be subject to a DBS check and must provide 5+ years of employment references.