

## JOB DESCRIPTION

<b>Job Title</b>	<b>Packing &amp; Dispatch Operative</b>
<b>Reports To</b>	<b>Packing &amp; Dispatch Supervisor</b>
<b>Function</b>	<b>Assembly</b>
<b>Version/Date</b>	<b>February 2026</b>

### Job Purpose

We are looking for a dedicated and safety-conscious Packing and Dispatch Operative to join our team. The ideal candidate will be responsible for safely packing, handling, and dispatching finished goods, ensuring they are securely prepared for transport to our customers. You will be expected to maintain high standards of packaging, adhere to health and safety protocols, and contribute to the smooth flow of goods through the dispatch process.

Supporting the wider operations team in carrying out activities in the execution of spares orders. Assisting with the receipt of delivered goods from the stores team to ensure they are stored in the correct location for the next process. Creating the shelving space for each new project, ensuring the correct space is allocated. Working within the spares team; carry out any kitting, pre-packing (including labelling), measuring of final packaging requirements and final packing of spares orders. Raise and communicate any issues with the team leader as required.

### Key Responsibilities

- Accurately and efficiently pack heavy, oversized, or complex engineering products, using appropriate materials and methods to ensure the protection and safety of finished goods during transport
- Ensure that correct dispatch documentation accompany all goods being dispatched and are completed accurately
- Ensure packed goods are correctly prepared for dispatch and loaded onto the appropriate transport vehicles on time
- Monitor stock levels of packing materials, including pallets, shrink wrap, straps, and cushioning, and report any shortages to the supervisor
- Assist goods in with storage location of new incoming goods for inspection or packing
- Using the relevant business databases, review requirements by priority, alongside the spares inspector
- Understand kitting requirements from a Bill of Materials to carry out the tasks required for each project
- Take measurements of the deliverables for each spares project, taking into account the kind of packaging required
- Carry out any pre-packing, including labelling, for projects where there's multiple deliverables
- Carry out final packing for projects ready for despatch

- Advise the relevant project manager of the weights/dimensions of each package ready for despatch
- Ability to report on a weekly basis on the status of any due project
- Strictly adhere to all health and safety guidelines and company policies to ensure a safe working environment for yourself and your colleagues
- Ensure correct manual handling techniques are used when lifting or moving heavy items to prevent injury
- Communicate any issues or delays to the team leader to ensure smooth operations.
- Assist in maintaining an organised and tidy workspace to improve efficiency and risk reduction

### **Skills/Experience**

- Previous experience in a packing or dispatch role, ideally within a heavy engineering or manufacturing environment
- Solid knowledge of packing techniques for heavy, oversized, and bespoke products.
- A self-starter and multi-tasker who can work at pace
- Is inquisitive and demonstrates the ability to develop solutions
- Competent in the use of MS office applications (Excel, Word, Outlook)
- Takes ownership and responsibility for own actions but has good judgement when to seek help from others
- Good organisational skills with the ability to prioritise tasks effectively in a fast-paced environment
- Can understand a Bill of Materials
- An ability to read/understand technical drawings would be desirable
- Experience and knowledge of commercial packaging standards and associate shipping legal requirements
- Experience and knowledge of packaging materials and methods for protection and transporting heavy loads
- Must be able to keep concentration during repetitive high quantity orders

### **Personal attributes and other requirements**

- As a defence contractor, we have a number of security obligations placed upon the Company, which means that all our staff must be able to successfully achieve the relevant security clearances
- Holds a valid UK driving licence
- Excellent verbal communication skills
- The ability to work well with others
- The ability to remain calm in stressful situations
- Thorough attention to detail
- Comfortable with challenging anomalies in process and performance and identifying areas for improvement to ensure high levels of quality in final product
- Flexibility and openness to change
- A passion for working in engineering/defence environment

### Working Conditions

- Site based - Newcastle Upon Tyne