
Fulfilment Operative (Production) – Part Time

This document includes the following information:

- Job Description
- Person Specification
- Additional information

JOB DESCRIPTION – Fulfilment Operative (Production) – Part Time

We're looking for a positive and reliable **Fulfilment Operative** to become part of our friendly and growing team.

If you're organised, hands-on, and good with details — this part-time role could be perfect for you!

Who are Ooznest:

We're a small company with a big mission — to become the UK's most trusted and accessible supplier of Aluminium Extrusion systems. Based in Brentwood, Essex, everything we do is focused on quality, service, and delivering exceptional products to our wide range of customers — individuals, businesses and even university researchers.

What You'll Be Doing:

As part of our Fulfilment Team, you'll be working in the **Production** section – where components, kits, and products are assembled, prepared, and made ready for orders.

You'll assist with the production of our stock-ready items, ensuring they are prepared with exceptional accuracy and consistency — directly impacting customer satisfaction and the team success!

This role isn't just about ticking off tasks — it's about ownership, care and teamwork. Every item produced is a reflection of our standards — you'll take pride in asking, "Am I happy to put my name to producing this?" and make sure the answer is always yes.

Main duties:

- **Works Orders:** Receiving and following all works order instructions using handheld devices
- **Component Preparation:** Checking and preparing components, confirming quality before use.
- **Production Tasks:** Carrying out a range of tasks such as:
 - Weighing, counting and bagging items in correct multiples using bagging machines.
 - Measuring, tagging and wrapping longer length items.
 - Assembling components with small hand tools.
 - Testing electronic items and verifying operation.
- **Packaging:** Packaging, boxing and labelling to create finished items or kits neatly and consistently.
- **Quality Control:** Performing final checks on prepared and assembled items, to confirm accuracy and correctness.
- **System Use:** Using our computer systems to process all works orders steps ready for inspection.
- **Workspace upkeep:** Keeping work areas clean, tidy and organised, observing all safety protocols.
- **Team Collaboration:** Communicating effectively with the team and coordinators to resolve issues and meet production targets.
- **Helping the wider team:** Supporting other fulfilment sections when needed (training provided).

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

What Makes You a Great Fit?

- **Positive Attitude** – Brings a positive, can-do mindset to every task.
- **Teamwork** – Respectful, helpful, and celebrates shared successes.
- **Pride in Work** – Takes ownership of doing things properly and to a high standard.
- **Attention to Detail** – Pays close attention to accuracy and the small details
- **Focused** – Maintains concentration to complete production tasks accurately and consistently.
- **Reliability** – Someone the team can count on to show up and give their best each shift.
- **Initiative** – Spots when something needs doing and takes action and doesn't leave it as 'not my job'
- **Adaptability** – Flexible and willing to support other sections when needed.
- **Process** – Follows procedures and instructions carefully to ensure consistency and accuracy.
- **Customer Focus** – Understands that every well-prepared item and consistent product makes a difference to the end customer.
- **Safety-conscious** – Works safely and follows best practices for handling materials.
- **Physical worker** – Comfortable with manual work, on their feet most of the day, and able to lift heavy items.

Why work with us?

- A **friendly**, hardworking, and **supportive** team
- **Open culture** where your contribution is seen and **valued**
- Company updates shared regularly — **you're part of the journey**
- Take satisfaction of being part of a team that takes **pride in delivering excellence**
- Supported with **structured training and clear goals** for production tasks, and accuracy – to help you track your progress, build confidence, and consistently meet the high standards our customers rely on.
- Work in **modern facilities** with heated and air-conditioned warehouses, plus a newly built modern staff kitchen and breakout room.
- Benefit from **part-time hours that fit around life** while still being part of the team's success.

Job details

Contract:	Part time, permanent
Hours:	16 or 24 hours/week (2 or 3 days, Mon–Fri, 8am-4.30pm)
Salary:	£12.60 per hour
Location:	Brentwood, CM14 5TA
Benefits:	Holiday 20 Days + Bank Holidays Additional Christmas shutdown paid days Pension scheme Free on-site parking Heated and air-conditioned warehouses Newly built modern staff kitchen and breakout room

PERSON SPECIFICATION

Experience/ Knowledge

	Essential	Desirable
• Experience working in a warehouse, fulfilment, or production environment	☐	☒
• Experience in light manufacturing processes: bagging, preparing, assembling, testing	☐	☒
• Experience following set processes or quality control checks	☐	☒
• Experience using production equipment (e.g. bagging machine, paper dispenser, hand tools)	☐	☒
• Experience using handheld barcode scanners	☐	☒
• Experience working to accuracy or productivity targets	☐	☒
• Experience handling components, materials and long or heavy items safely	☐	☒
• Experience working as part of a small team	☐	☒
• Hold a Forklift operator licence	☐	☒
• Experience using Windows-based software	☐	☒
• Experience using ERP or warehouse management systems (Orderwise or similar)	☐	☒
• Knowledge of warehouse safety practices	☐	☒

ADDITIONAL INFORMATION

How to apply

Download a copy of the Application Form from the Join Ooznest page on the website.

Complete all sections of the application form.

Email a signed copy of the application form to recruitment@ooznest.co.uk

Applications must be received before the closing date stated on Join Ooznest page on the website.

Informal enquiries may be made recruitment@ooznest.co.uk, however, all applications must be made by the submission of the application form.

Our Recruitment Process

Stage 1: Initial Application - Kickstart your journey by submitting our standardised application form.

Stage 2: Preliminary Screening - We will review your documents to select candidates for the next step.

Stage 3: Comprehensive Interview - Meet face-to-face with hiring managers for a detailed interview, including competency tests tailored to the role, and a meet and greet with the wider fulfilment team.

Stage 4: Evaluation by Hiring Managers – We will review your application, interview notes and test results.

Stage 5: Conditional Offer - If you're the right fit, we'll extend a job offer, contingent upon satisfactory reference checks.

Welcome to the exciting journey of becoming part of our team!