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## Fulfilment Operative (Picking/Packing/Despatch) – Part Time

This document includes the following information:

- Job Description
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  - Additional information
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### JOB DESCRIPTION – Fulfilment Operative (Picking/Packing/Despatch) – 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 **Picking, Packing & Despatch** section – the place where we bring everything together and get it ready to go out the door.

You'll help ensure that every order is picked, packaged and sent out accurately, with care and on-time – directly impacting customer satisfaction and the team success!

This role isn't just about packing boxes — it's about ownership, care, and teamwork. Every order is a reflection of our standards — you'll take pride in asking, "Would I be happy to receive this?" and make sure the answer is always yes.

#### Main duties:

- **Order Picking:** Picking items efficiently for customer orders using handheld scanners
- **Preparing items:** Weighing, bagging, and labelling items accurately for picks
- **Order Packing:** Packing and labelling parcels neatly and correctly for despatch
- **Quality Checks:** Performing final checks on all packed parcels to ensure perfect condition before despatch.
- **Despatch:** Placing and organising parcels in courier bays and assisting with collections with a range of different couriers.
- **System Use:** Using our computer system to process and despatch orders
- **Workspace upkeep:** Keeping work areas clean, tidy and organised, observing all safety protocols.
- **Team Collaboration:** Communicating effectively with the team and coordinator to resolve issues and meet fulfilment 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.*

## Recruitment Pack: Fulfilment Operative (Picking/Packing/Despatch) – Part Time

### 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** – Stays on-task and productive in a busy, fast-moving environment.
- **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 - doesn't say 'that's 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 accurate pick and well-packed order 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 heavier 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 picking, packing, and accuracy – to help you track your progress, build confidence, and know you're contributing to 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

|                  |   |
|------------------|---|
| <b>Contract:</b> | Part time, permanent  |
| <b>Hours:</b>    | 16 or 24 hours/week<br>(2 or 3 days, Mon–Fri, 8am–4.30pm)   |
| <b>Salary:</b>   | £13.45 per hour   |
| <b>Location:</b> | Brentwood, CM14 5TA   |
| <b>Benefits:</b> | Holiday 20 Days + Bank Holidays<br>Additional Christmas shutdown paid days<br>Pension scheme<br>Free on-site parking<br>Heated and air-conditioned warehouses<br>Newly built modern staff kitchen and breakout room |

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### PERSON SPECIFICATION

#### Experience/ Knowledge

|  | Essential                | Desirable                           |
|--|--------------------------|-------------------------------------|
| • Experience working in a warehouse, fulfilment, or logistics environment        | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience using packaging machinery (e.g. paper dispenser, strapping machine) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience in order picking and packing  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience using handheld barcode scanners                                     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience working to accuracy or productivity targets                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience handling and packing long or heavy items safely                     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience working as part of a small team                                     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience following set processes or quality checks                           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Hold a Forklift operator licence   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience using Windows-based software  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Knowledge of courier despatch processes  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience using ERP or warehouse management systems (Orderwise or similar)    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Knowledge of warehouse safety practices  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

### ADDITIONAL INFORMATION

#### How to apply

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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](mailto: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](mailto:recruitment@ooznest.co.uk), however, all applications must be made by the submission of the application form.

#### Our Recruitment Process

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**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!