

19-08-2026



Warehouse Operative

Reports to: Managing Director (dotted reporting to Print Production Coordinator)

Location: Site-based, outskirts of Frome

Working arrangement: Minimum 8 hours per week (Monday/Thursday). Additional hours available depending on business needs. This role cannot be performed remotely. Suitable for someone local to Frome with their own transport.

Salary: £12.71 per hour

Role Overview

The Warehouse Operative will support the smooth day-to-day running of the warehouse, ensuring goods are received, stored, picked, packed and dispatched accurately and efficiently.

This is a hands-on, physical role involving regular manual handling and heavy lifting. It would suit someone who is organised, reliable and practical, with good attention to detail and a willingness to get involved across all aspects of the warehouse operation.

Key Responsibilities

- **Goods In & Out:** Receive, check, store and prepare goods for dispatch, including loading, unloading and palletising where required.
- **Picking & Packing:** Pick and pack customer orders, kits, samples and other shipments accurately and to a high standard.
- **Stock Control:** Maintain accurate stock records, monitor stock levels, carry out stock checks and keep storage areas organised.
- **Dispatch & Couriers:** Prepare shipments, arrange courier collections and deliveries, and ensure the correct labels and documentation are included.
- **Warehouse & Supplies:** Maintain a clean, safe and organised warehouse and monitor packaging and other warehouse supplies.
- **Systems & Administration:** Use internal systems, courier platforms and Microsoft Office, including Excel, to maintain accurate records and support warehouse operations.
- **Team Support:** Work closely with colleagues across the business and undertake other reasonable duties to support the smooth running of the warehouse.

Skills & Experience

- Previous warehouse, logistics or fulfilment experience is desirable, but not essential.
- Good computer literacy, including some experience using Microsoft Office and Excel.
- Experience using an ERP or stock management system is desirable, but not essential.
- Good attention to detail and accuracy.
- Organised, reliable and able to work to deadlines.
- Physically fit and comfortable with regular manual handling and heavy lifting.
- Practical, hands-on approach and willing to support a variety of warehouse tasks.
- Good communication skills and a positive, team-focused attitude.
- Own transport and based within a reasonable commuting distance of our site on the outskirts of Frome.
- Able to work safely and follow company procedures.