



Mailing/Fulfilment Operative
6 MONTH CONTRACT, POSSIBLY BECOMING PERMANENT

We are recruiting a Mailing/Fulfilment Operative to be based at our premises on the Sandbank Industrial Estate, Dunoon.

The Role

The role involves all forms of fulfilment including letter/brochure/pack fulfilment. Key tasks are as follows:

- Packing fulfilment items into envelopes/boxes
- Stripping of returned mail
- Focusing on quality and flagging any quality issues found immediately such as problems with the seal or incorrect contents.
- Operation of printers/guillotine
- Assist with receiving stock deliveries
- Assist with Royal Mail and other courier despatches
- General Warehouse Cleaning Duties
- Providing holiday cover for Warehouse Supervisor
- Following Health & Safety and Company procedures

The Successful Candidate will be/have:

- A "can do" attitude
- Eye for detail
- Computer Literate
- Health & Safety aware

Hours & Pay:

This is a 6 month temporary contract initially with a view to becoming permanent. Full time - 37.5 hours per week, Monday to Friday 8.30-4.30 with a 60 min lunch break.

A current forklift licence or UK driving licence would be advantageous but not essential.

Pay rate is National Minimum Wage/National Living Wage.

Applicants should email their CV to recruitment@cxservicesltd.com

Closing date for applications: 31st January 2020.

CX Services is an Equal Opportunities Employer