

Job Title: Warehouse Operative (Bond)

Accountable to: Cargo & Compliance Manager

Scope of Job: To provide import and export handling services and support to all customers of Glasgow Prestwick Bond Limited on a daily basis, on a rotational shift pattern

Key Duties and Responsibilities:

- Receive, unload, check and store import cargo from flight or truck ensuring it is stored in the correct shed/area awaiting customs clearance
- Obtain offload pallet information from office and instruct operatives on pallets for breakdown and pallets as through units.
- Document, photograph and notify office staff of any damages noted during unload process for either export or import cargo, ensure correct damage report form completed.
- Complete HMRC tally and advise office of any shortages/overages received from aircraft/trucks
- Advise office staff of any shortages of cargo received into warehouses ensuring it is noted on the driver's delivery line
- Operate forklift trucks in a safe and secure manner
- Prepare airline pallet equipment for loading ensuring polythene is used to protect freight from adverse weather
- Prepare unknown cargo for REST if required by fully enclosing into an airtight condition using polythene and shrink wrap.
- Assemble, load, weigh, cover and tie down export loads as required, using relative equipment for this purpose eg cardboard corners, straps, nets etc.
- Build up cargo onto aircraft pallets, full compliance with dangerous goods segregation and tie down requirements as per airline manuals
- Operate weighbridges safely as per the manufacturers operating instructions
- Comply with all customer procedures to guarantee flight safety without exception
- Full compliance of speed limits within warehouses and compliance on the ramp and roadside environments as per ASAT with safe and secure working practices at all times
- Ensure security of all cargo within the care of GP Bond, ensuring no unauthorised personnel are within the Bonds and personnel challenged if unsure
- Identify assemble and load trucks with cleared cargo once clearance has been approved by HMRC and a release note or transfer manifest has been issued
- Comply with employee responsibilities to Health & Safety regulations.
- Remove nets and polythene from import pallets for breakdown in a safe manner, utilising pits if required
- Work polythene bailer in a safe manner.

Contract: Permanent.

Hours: 40 per week, on a rotational shift pattern including night and weekend working.

Salary: £24,042.36 per annum (£12.00 per hour).