



Warehouse operative for Immediate start.

Filltex Ltd are a family run business manufacturing bonded polyester. We are looking for a warehouse operative to join our expanding company based in Dewsbury. As a leading player in the industry, Filltex specialises in the art of thermal bonding web fibres to create superior polyester pads. Our product is versatile and has been used in numerous manufacturing industries including Automotive, Sound Proofing, Insulation, Bedding & The Pet Industry. Filltex proudly holds ISO 9001 accreditation, a testament to our commitment to quality management systems to ensure high quality processes are adhered to during the manufacturing process.

We are looking for a warehouse operative who has the drive and ambition to progress in our growing company through to machine operator or supervisory responsibilities. This is a position for someone who is adaptable, willing to look at challenges as opportunities and uses his own initiative.

We are looking for an enthusiastic, motivated individual that shows great initiative! As a Warehouse Operative you will support the manufacturing process and dispatch process.

Job Description/Responsibilities:

The warehouse operative/machine operator duties include but not limited to:

1. To ensure the working plan, provided by the supervisor/ manager is followed.
2. To check all the components for the current work order on production sheet
3. To Monitoring the blending and quality of polyester pads
4. To remove the previous order labelled items from the machine and replace with new order labels.
5. To fill correct documents and Filltex Daily Production records
6. To Quality control of finished production ensuring the blending and polyester pads meet company and customer standards
7. To check if the product weight is within tolerance of specification
8. To clean up any spills in relation to health and safety guidelines.
9. To thoroughly clean the working place at the end of the shift/ during if it's needed.
10. To observe machine operations to ensure the products are filled to a high standard of quality.
11. To regulate the machine flow speed, labels level or anything that may need adjustment.
12. To stop /reset the machine when it is needed, clear machine jams, defective products, clean and remove damaged materials.
13. To monitor the production line, watching for problems such as jams or spillages and try to prevent them.
14. To have a strong understanding of the machines they work with.
15. To ensure they have the knowledge to analyze situations and find solutions, develop skill set.
16. To ensure that all safety regulations are followed.
17. To work with the others in order to ensure that equipment is in proper working order.
18. Ensuring that all goods that are loaded or unloaded match the relevant paperwork
19. Taking responsibility for a company's freight and assets by reporting any suspicious activity at work
20. Storing and rotating stock according to established procedures
21. Reporting any damaged or missing goods to Managers or Supervisors
22. Keeping the warehouse environment clean and tidy and maintaining equipment

23. Following workplace health and safety rules when handling goods
24. Ensuring efficient operations by adhering to operational procedures, rules and schedules
25. Assisting with warehouse inventory controls
26. Treating merchandise with care and concern at all times
27. To perform any related duties as assigned by the supervisor, manager or director.
28. To ensure all company policies and procedures are maintained and compliant.

Person specification

Experience required:

Attention to detail

Ability to work and communicate well with others

Willing to perform repetitive tasks for extended periods

Prior experience working in a warehouse would be beneficial

Excellent coordination and mechanical skills

Strong attention to detail, accuracy, and safety

Solid written and verbal communication skills

Proficiency in math

Basic computer skills

Ability to lift up to 20 kilograms and perform repetitive tasks.

Working knowledge of safety protocols

Physical requirements:

Have the ability to maintain regular, punctual attendance consistently

Have the ability to lift pads/pallet/boxes

Be able to manage working under pressure

To be fast and flexible during the daily tasks

Education & Experience:

High school Education or equivalent

Experience working with machine tools or mechanical assembly