

Job Title: Despatch Operator
Reports to: Despatch Supervisor
Start Date: Immediate

Hanover Displays Limited is a worldwide, leading manufacturer of passenger information systems for the public transport industry. All design and development, and the majority of production, is carried out at our head office in Lewes, East Sussex.

We are proud to have a friendly open environment in our Despatch Department and are looking for talented professionals to join us at an exciting time of growth and technological & organisational change.

A competitive salary package is available, including contributory pension scheme, private medical insurance and a minimum of 22 days holiday per annum. We offer a long service scheme with your holiday increasing to a maximum of 27 days per annum.

Key Objective	To work efficiently and effectively so as to ensure all relevant Quality and Environmental Management System and Product Standards are met and where possible exceeded so that customer requirements are continually being met.
Objective	To carry out tasks within the Despatch department to <ul style="list-style-type: none"> • finish assembly of signs, i.e. the fitting of backs and brackets • to correctly collate all related items for each specific order as detailed in the packing and despatch paperwork • to pack goods in time for daily collections as instructed and guided by the supervisor • to pack goods in line with the packing instructions to ensure there is no risk of transit damage
Beneficial/preferred skill set:	<ul style="list-style-type: none"> • Time management skills, self-motivation and enthusiasm • To be able to work as part of a team, making significant contributions. • To be organised and methodical in the approach to work load • To be physically fit as this position involves lifting, shifting and loading of large boxes
Responsibilities	<ul style="list-style-type: none"> • To keep a continued supply of product flowing through despatch • To work closely with the supervisor to understand key daily requirements • To ensure high standards of quality are maintained keeping paperwork and packing details correct and complete • To assist with final inspection and soak testing as required

Other tasks	<ul style="list-style-type: none">• To set high standards of house keeping• To perform any other duties as required in line with the instructions and guidance of supervision and management• To keep the working area within despatch safe and free of hazards at all times and ensure you are working in a safe and tidy manner.• May be required to undertake training to operate fork lift truck• Will regularly use pallet trucks, weighing scales and packaging materials.
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Contact Information:

Email us with your CV including details of your qualifications, experience and availability at recruitment@hanoverdisplays.com