



Reprographics, Digital Media,  
IT & Facilities Support Staff

020 8303 2525



**Title: Goods In Senior Operator**  
**Location: London**  
**Salary: £24,000 plus £1500 shift allowance**  
**Hours: 7am-7pm (40 hour week)**  
**Job Ref: 736**

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Our client in London requires a **Goods In Senior Operator** to provide a **high level of customer service** and ensure the smooth running of the Goods In team and Loading Bay area.

#### **Candidate Responsibilities:**

- Handle the **reception of all goods/couriers and their distribution**, including use of x-ray machine where appropriate
- Meet **service level targets** on an individual and team basis
- Act as the **first point of contact** for both scheduled and ad hoc deliveries
- Ensure all incoming deliveries are cleared from the loading bay within the hold agreement time and report any anomalies
- Assist with the **logging of all incoming items** and ensure clients are advised of the arrival of scheduled deliveries
- To assist with the loading and uploading of deliveries
- Complete **daily logs and compile a month end report**
- Delegate work to Goods In Operators
- Cover the Supervisor in their absence

#### **Candidate Requirements:**

- Good customer service and communication skills
- Ability to work on own initiative and as part of a team
- **Willing to support and guide colleagues**
- Confident and professional approach with a 'can-do' attitude

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