



Position details:

Job Title: Returns Operative
Department/ location: Sparex UK , Exeter
Status: Permanent

Reporting/Department details:

Responsible to: Peter Gallin, Supervisor: Returns & Technical

Responsible for: Returns process and support

Job Purpose: Processing of returns

Main Tasks:

1. Receive and unpack returns sent back to the business
2. Sort and segregate based on condition
3. Log and enter returns on to system
4. Support the creation of Corrective Action Reports (CARs) against suppliers
5. Provide support to team functions as required
6. Proactively improve processes and procedures required for function

Mandatory Duties:

1. Work with due regard to the health and safety of both yourself and others.
2. Commitment to Equal Opportunities.

This job description is a guide to the minimum requirements of the job. It is not intended to restrict activities which will contribute to the growth and profitability of Sparex Ltd. If there is a need to amend this description please consult the line manager, or appropriate Director.

I agree that this is an accurate description of my job at Sparex Ltd. I understand that I am employed to carry out the specific duties listed in this job description.

Signatures:

Employee Name:

Employee Signature:

Date:

Person Specification:

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	Experience of working in a quality, automotive or manufacturing environment	A		Interview and cv
<u>Skills & Abilities</u>	Excellent verbal and written communication skills. Planning, organisation and time management skills. Ability to work to deadlines. Administrative and record keeping skills.	A/I I I I	Demonstrable IT competency.	A/I
<u>Qualifications</u>	GCSE	A		
<u>Personal Qualities</u>	Flexible approach to working arrangements.	I	Willingness to undertake further training if necessary.	I

*Key: A = Application Form
I = Interview