

ROYAL ACADEMY OF DANCE

Person specification

Job title Order Picker & Packer
 Department Royal Academy of Dance Enterprises Ltd (RADE)

	Essential	Desirable
Experience	<p>Experience of order processing and packaging</p> <p>Experience of working within a warehouse environment and handling a diverse range of goods</p> <p>Experience in manual handling, lifting heavy objects and working at height training (and/or willingness to undergo relevant training)</p> <p>Experience of carrying out administrative tasks in a professional working environment</p>	<p>Experience in a retail environment, including dealing with customers</p>
Education & Training	<p>GCSE level education (or equivalent) including English and Mathematics</p>	
Knowledge and attained skills	<p>Good oral and written communication skills in English (e.g. telephone and face-to-face)</p> <p>Proficient numeracy skills</p> <p>Willingness to learn relevant IT packages including database software and Microsoft Office, email and Internet</p> <p>Accuracy and attention to detail</p> <p>Ability to work both independently and within a team environment</p> <p>Excellent customer and interpersonal skills with the ability to form effective internal and external relationships</p> <p>Excellent organisation skills; ability to plan, multi-task, prioritise and meet deadlines</p> <p>The ability to make decisions within set guidelines</p>	

Circumstances	This role will require lifting and moving of boxes. Full training will be given. The role requires an ability to work paid overtime occasionally as per the needs of the business
----------------------	--