

Ticketing Zone Limited

Job Description



Job Title	Fulfilment Operator
Number of Positions	X1
Start Date	Continuous Recruitment Programme

Department	Event Administration & Planning
Team	Fulfilment
Reporting to	Senior Supervisor (Fulfilment)

Hours	20 Hours Monday to Friday (TBA) except Bank Holidays During busy periods of fulfilment there may be a requirement for unsociable hours and weekends to be worked between 08:00-21:00 of which you will be given notice of in advance. During this period there will also be a ban on all annual leave
Training	Full fulfilment training provided and a requirement to participate in the departmental skills matrix program of continuous learning
Probation Period	New Employees (3 months) – No probation period for transferring employees

Rate of Pay	£7.50/hr Payment on a 2 weekly cycle
--------------------	---

Role	<p>Ticket Zone seeks fulfilment operators who have an eye for detail to manually Check-in, Rip, Pick, Key, Scan, Pack and post physical tickets in line with the Company's service levels for fulfilment.</p> <p>Fulfilment is a growing team within the Event Administration & Planning Department where adherence to policy, process and procedure is important in delivering an accurate and timely service on behalf of our Clients.</p> <p>Any other duties may be required to meet the needs of the business from time to time.</p>
-------------	---

PRIVATE & CONFIDENTIAL



Performance Measures	Meets and exceed the fulfilment and on-going management targets for timeliness and quality control Complete the required training and development objectives within assigned time frames
-----------------------------	---