

## **Mock interview assignment**

### **1.job advert- Warehouse Operative( Swift Logistics Uk)**

**Job title: Warehouse operative**

**Location: Swansea**

**Company: Swift Logistics UK**

**Contract: Full-time, 40 hours per week**

**Salary: £11.90 per hour**

#### **Job description:**

Swift Logistics Uk is seeking motivated warehouse operatives to join our distribution centre. You will be responsible for picking, packing , sorting, and preparing customers orders for dispatch. This a fast paced environment where good accuracy, teamwork, and time management are essential.

#### **Main duties:**

- Pick and pack customer order using handheld scanners
- Sort, label, and prepare items for dispatch
- Follow health and safety guidelines at all times
- Keep work areas tidy and organised
- Support stock checks when required.

#### **Person specification:**

##### **Essential:**

- ★ Ability to work in a fast-paced environment
- ★ Reliable and punctual
- ★ Good teamwork and communication skills
- ★ Attention to detail
- ★ Basic English and numeracy skills

##### **Desirable:**

- I. Previous warehouse experience
- II. Experience using scanners

## **CV**

**Francisca Frunza**

**Swansea, UK**

**Email:francescafrunza123@gmail.com**

**Phone:07349785334**

## **Personal profile**

**Reliable and hard-working Warehouse operative with experience at Amazon dpe2 and urbn outfitters. Skilled in picking, packing, using scanners, and working in fast-paced environments. Strong attention to detail with a positive attitude and the ability to work well in a team.**

#### **Key skills**

- **Picking and packing**
- **Using hand-held scanners**
- **Meeting daily targets**
- **Teamwork and communication**
- **Health& safety awareness**
- **Fast learner and adaptable**
- **Time management**

#### **Work experience**

##### **Warehouse operative – URBN Swansea (2023-2024)**

- 1. Picked and packed customer orders accurately**
- 2. Worked towards daily targets**
- 3. Followed safety guidelines**
- 4. Maintained a clean workstation**
- 5. Supported colleagues during busy periods**

##### **FC associate – Amazon dpe2, Swansea (2021-2023)**

- a. Used scanners to pick items**
- b. Packed products following company standards**
- c. Worked efficiently in a high-pressure environment**
- d. Followed health& safety procedures**
- e. Assisted with inventory tasks.**

**Education : Level 4 Business Skills for the Workplace University of Wales Trinity Saint David (Currently studying)**

**Additional information:**

- Flexible with shift patterns**
- Comfortable with manual handling**
- Able to stand/walk for long periods.**

**Cover letter**

**Francisca Frunza**

**Swansea, uk**

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**Phone: 07349785334**

**Hiring Manager**

**Swift Logistics UK**

**Swansea**

**Dear Hiring Manager,**

I am writing to apply for the Warehouse Operative position at Swift Logistics UK. I have strong experience in warehouse environments, including Amazon dpe2 as an FC associate and URBN as a picker and packer, these roles helped me develop accurate picking, packing, scanning, and teamwork skills.

I work well under pressure and enjoy meeting daily targets, i always follow safety procedures and maintain a high standard of work. I believe i would be a positive addition to your team.

Thank you for considering my application. I look forward to the opportunity to contribute to your organisation.

Your sincerely ,

Francisca Frunza