



Warehouse Operative

Reports to: Head of Operations

Location: Milverton and occasionally Wellington, Somerset

Hours: 36.5 hours per week

About Organic Herb Trading

For over 40 years, Organic Herb Trading has been at the heart of organic and sustainable sourcing - working with herbs, spices, and botanicals from all over the world. We're a small but passionate team based in the Somerset countryside, supplying some of the UK's best-known ethical and wellness brands.

What makes us different? We care deeply about what we do - from the quality of our ingredients to the relationships we build with our growers and customers. We mix decades of expertise with a curious, forward-thinking mindset, always looking for better, fairer and more sustainable ways to do business.

Role Purpose

To handle, process and pack raw materials and finished products and contribute to the safe, hygienic and efficient running of the warehouse, milling, packing and site operation. This includes supporting activities such as quality assurance, record keeping, labelling and shipping. To contribute to a positive and flexible team spirit and uphold our health and safety standards.

Job Description

- Manual handling of stock, lifting and moving
- Cleaning – machinery, equipment and general warehouse areas
- Use of machinery and equipment e.g. milling machinery and forklift truck
- Use of internal stock control systems
- Receipt of stock via hauliers
- Despatch of orders – preparation of stock and shipping administration
- Quality assurance
- Driving duties
- Mandatory training to comply with hygiene standards, health and safety and internal processes

This is not an exhaustive list of duties but is intended as a general indication of the range of work undertaken and will vary in accordance with the changing demands of the business.

Preferred knowledge and experience

- A minimum of Maths & English GCSE (or equivalent)
- Previous experience of working in a manufacturing and/or warehouse environment
- Driving licence
- IT skills

Qualities and attitude

- Honest & reliable
- Works successfully with others and contributes to a joint result
- 'Can do' attitude, responds well to change
- Good time keeping and ability to meet deadlines
- Professional and represents the values of the business

What We Offer

- Competitive salary
- 25 days annual leave entitlement plus Bank Holidays
- Mediacash health scheme
- Staff buying co-operative & cycle-to-work scheme
- Contributory pension (4% employer contribution)
- Career development & learning support
- A mission-led, independent workplace committed to doing business the right way

This role is permanent, working 36.5 hours per week, Monday to Friday (8.30am-4.30pm Monday to Thursday, 8.30am-3.30pm Friday), based at our Milverton HQ in Somerset. We are in a rural location so your own transport is essential.

How to Apply

Please send your CV and a maximum 1-page cover letter outlining why you believe you are a great fit for this role to recruitment@organicherbtrading.com. Shortlisted candidates will be invited to attend an interview.

Application deadline: Tuesday 22nd September 2026 – early applications are encouraged as they will be reviewed on receipt. We look forward to hearing from you.

Equal Opportunities

We are an equal opportunities employer and welcome applications from all suitably qualified candidates regardless of race, gender, disability, religion/belief, sexual orientation or age. We are committed to creating an inclusive environment for all employees.