

**Job Description**

**Department:** Stores

**Reports to:** Head of Supply Chain & Logistics

**Purpose:**

To be able to work to tight time lines, receive and despatch goods in conjunction with company procedures. able to kit parts as per the route card supplied.

**Primary Responsibilities:**

1. Be able to receive and book parts / items into company from sub contractors and suppliers and liaise with inspection dep't
2. Provide support to the shop floor Work by means of manning the hatch
3. Have a good understanding of the company computer system
4. Be able to produce delivery notes and customs invoices
5. Have a good understanding on how to Pack materials going on to customers
6. Work within the guidelines of the manuals and governed company practices.
7. Work on own initiative and in a team.
8. Keep a clean and safe working area.
9. Ensure you have suitable tooling and equipment to undertake general work tasks.
10. Good time management.
11. Be flexible in work approach
12. An attitude to over come problems and issues whist working using their own initiative.
13. Kit parts in accordance to route cards
14. Liaise with planning

**Other Responsibilities:**

- 1 Good attendance.
2. Good time keeping.

**Health and Safety and Quality Responsibilities:**

1. Work safely within the workshop and care taken to self and colleagues.
2. Wear safety equipment and PPE where and when required.

**Positions Reporting to this Position:**

1. None
- 2.

**Key Contacts (Internal and External):**

1. Materials Controller
2. Production Supervisor

**Important Health and Safety Considerations of the Role (e.g. night work, compressed air line, VDU's, etc.):**

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| 1. Human factors training. |
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## Personnel Specifications

### Qualifications, Training & Experience:

	Essential	Desirable
1. Broad general education.	Yes	
2. Preferably qualifications such as City and Guilds.		Yes
3. Human factors and EWISS training.		yes

### Knowledge of:

	Essential	Desirable
1. Products and processes within department.		yes
2. Operating machinery		yes

### Ability to:

	Essential	Desirable
1. Good communication and interpersonal skills.	Yes	
2. Willing to help in areas outside of remit if required.	Yes	
3. Work on own initiative.	Yes	
4. Supportive of a team environment.	Yes	
5. Able to work to tight schedules and deadlines, with multiple priorities.	Yes	
6. Honesty and integrity.	Yes	
7. Reliability.	yes	

Signature of Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Signature of Manager \_\_\_\_\_ Date \_\_\_\_\_

**File Copies: (1) Employee, (2) Manager, (3) Human Resources**