

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:

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| 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:

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| 1 Good attendance. |
| 2. Good time keeping. |

Health and Safety and Quality Responsibilities:

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| 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:

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| 1. None |
| 2. |

Key Contacts (Internal and External):

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| 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