



Job Description

Role: Stores Person

Reporting To: Plant 2 Operations Manager

Job Purpose:

Processing of materials requirements in accordance with departmental procedures.

Duties & Responsibilities:

- Accurate receiving of all materials into stores area.
- Goods receipt of materials on to SAP computerised stock system.
- Responsible for timely picking and issuing of materials for production requirements.
- Orderly management of the stores area.
- Daily/weekly housekeeping tasks within the stores area.
- Perform physical stock checks in accordance with stock management requirements.
- Liaising with purchasing department to resolve queries.
- Use of company vehicles for collection and deliveries.
- General support to other departments.
- Operate within company procedures.

General:

- Experience using a Stock Management System
- Desired qualification in materials handling, or proven track record.
- Able to work extended hours when required

Essential Skills:

- Production focused with a positive and energetic disposition
- Disciplined and accurate approach to materials movement.
- Developed understanding of stock transaction
- FLT Operators licence

Personal Skills:

- Able to meet scheduled deadlines
- Written and Oral Communication skills
- Able to work as part of a team
- Flexibility and Commitment
- Full UK driving licence


