



Job Description

Role: Stores Person

Reporting To: Senior Manager: Materials and Production Control

Job Purpose:

Processing of materials requirements in accordance with departmental procedures. Providing support to the Purchasing and Materials team.

Main Duties:

Storesperson Duties:

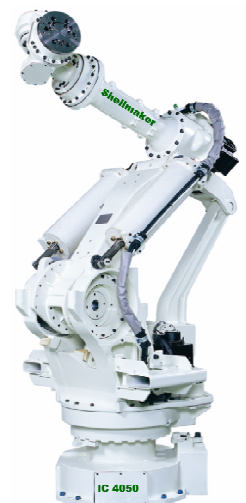
- Accurate receiving of all materials into stores area.
- Goods receipt of materials on to SAP computerised stock system.
- Responsible for timely picking and issuing of materials to manufacturing department in accordance with daily picking schedules.
- Picking and dispatching of spares orders within a specified time scale.
- 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.
- Liaising with manufacturing supervisors and personnel in accordance with company procedure.
- Use of company vehicles for periodic collection and deliveries.
- General support to the operations and Planning department
- 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





Job Description

Role: Stores Person

Reporting To: Senior Manager: Materials and Production Control

Personal Skills:

- Able to meet scheduled deadlines
 - Written and Oral Communication skills
 - Able to work as part of a team
 - Flexibility and Commitment
 - Full, clean UK driving licence
 - Full, FLT licence (Essential)
-