



Job Description

Stores Operative

Purpose of Role:

To undertake functions related to the receipt and issue of parts/kits, accuracy of inventory records, and the processing of incoming and inventory parts in a timely manner in order that they are available to meet Production/After Sales requirements for projects and spares.

Reporting to: Supply Chain Team Manager

Key Responsibilities / Activities:

- Ensure all KPIs are achieved or exceeded
- Actively contribute to the health and safety of the working environment, monitoring and maintaining the health and safety of self, other employees, visitors and members of the public, ensuring compliance with current legislation at all times
- Liaise with relevant Supply Chain team members regarding delivery of parts to site
- Create and maintain appropriate professional relationships with suppliers and other external/internal parties
- Undertake the accurate receipt of parts/kits in "Goods Inwards" from both internal and external sources, their inspection as required, booking in, and their locating within stores in a manner which makes them easily accessible and maintains their quality for use in production or sale as spares.
- Undertake the process by which parts are issued for re-work or finishing/plating/painting and received back into Stores
- Undertake the product and quality specification process including reporting on non-conformances and taking remedial action as necessary.
- Undertake the accurate and timely picking, issuing and kitting of parts for assembly and their subsequent delivery to the shop floor in accordance to the needs of Production
- Undertake the accurate and timely receipt of returned to stores (RTS) inventory following completion of machine build and listing by Production
- Undertake the process by which inventory adjustments are made ensuring they conform to Group Supply Chain procedures, dealing professionally and effectively with attempts at non-compliance to procedures
- Undertake the picking, packing and dispatch of items sold as spares, liaising with After Sales as necessary
- Undertake the picking, kitting, packing and dispatch of parts for use at other Group sites
- Provide input to the Internal Logistics Team Leader regarding the accuracy of records/data on the ERP database relative to the Supply Chain
- Support the Supply Chain Manager in establishing a continuing improvement culture in the business
- To deal professionally and effectively with attempts at non-compliance to systems
- Work with and support other departments to ensure business objectives are achieved



- If required at base site undertake the duties of the Site Support Services Operative in their unforeseen absence
- Undertake the housekeeping and tidiness of the stores area
- Maintain the safety, security and accuracy of inventory in stores
- Undertake annual and perpetual stock checks as directed
- Operate the forklift to load/unload machines and parts as directed
- Other duties as required

Competencies/Skills

- Team player
- Initiative
- Problem solving
- Business aware
- Customer focused
- Good oral communication skills
- Numerate and literate
- Ability to effectively multi-task and manage own time
- Ability to prioritise workload and work to deadlines
- Flexible / adaptable approach
- Proficient user of Microsoft Office applications & ERP systems
- Attention to detail
- QA systems
- Full driving license (car)
- Fork lift (counter balance) license
- Ability to undertake a level of strenuous activity

Experience/Background

Previous relevant stores experience