



Job description form

Position Profile

General information	
Job Title	Stores Technician
Company	The Gill Group is an independent business with over 35 years' experience in the design, manufacture and supply of high performance sensors used across the globe in markets as diverse as meteorology, process control, utilities, agriculture, marine & transport. Gill consists of four companies: Gill Instruments, Gill Sensors & Controls, Gill Research & Development and Labcal.

Position summary

Working within the stores department, responsible for receiving and inspection of goods coming in against purchase orders, mechanical drawings and component specifications. Picking, packing and dispatching of goods. Control of materials within the stores department and other general stores duties.

Main duties

- Goods receiving, booking in and inspection.
- To ensure compliance with Quality Standards.
- Correctly labelling and storing of goods.
- Kit picking and material issuing.
- Packing and labelling of finished goods.
- Inventory counting and stock rotation.
- Dispatching finished items in a timely manner.
- Production of all export documentation.
- Maintaining stock levels to ensure physical and MRP are accurate.
- Provide cover in any stores location within the business.
- Ensuring efficient operations by adhering to operational procedures, rules and schedules.

Candidate requirements

- General numeracy and literacy skills.
- Ability to prioritize.
- PC literate – Word, Excel, MRP systems etc.
- Manual handling experience.
- Organised and self-motivated.
- Ability to work as part of a team.
- Good communication skills.
- Flexibility
- Attention to detail

Additional advantageous experience

- Self-motivated, flexible and organised
- Demonstrates an ability to priorities workloads, multi-task and act on own initiative.
- Work closely with the procurement and production team to support effective & high performing teams

Person specification

- Previous stores experience.
- Experience with use of Vernier, micrometer and other inspection equipment.
- Full and current UK Driving License
- **Contracted hours will be 8am - 4pm (with flexibility for an early finish on Friday on a rotational basis)**
- **Fork lift driving not essential - but desirable (will need to be prepared to undertake training within the 6 month probation period)**

Reporting structure

Stores Technician – Materials Supervisor

A position profile does not imply that the duties stated are the only ones to be performed by the incumbent. Employees will be required to follow any other reasonable job-related instruction as requested by their manager or a company director.