



POSITION PROFILE

Job Title: Stores Technician

Department: Stores/Dispatch/Goods In

Reports to: Materials Supervisor

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.

Specific Responsibilities:

- 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.

Position Requirements:

- General numeracy and literacy skills.
- Ability to prioritize.
- PC literate – Word, Excel, MRP systems etc.
- Manual handling experience.

Essential requirements:

- Organised and self-motivated.
- Ability to work as part of a team.
- Good communication skills.
- Flexibility
- Attention to detail

Preferable Experience:

- Previous stores experience.
- Fork lift licence (reach and pedestrian).
- Experience with use of Vernier, micrometer and other inspection equipment.
- Full and current UK Driving Licence

Reporting Structure:

Stores Technician – Materials Supervisor

Full and ongoing training will be provided.

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.