

Job Description

Job Title: Stores Operative
Department: Stores/Workshop/Assembly
Reports to: Production Manager
Location: West Bromwich

SUMMARY

Apply the processes required to ensure receipt, handling, storage, packaging and delivery of products, in-house and to customers are carried out in a timely and accurate manner thus maintaining accurate tracking of stocks.

Completion of some inventory control and also working with shipping and receiving documentation and completes assigned activities under the direction of the Stores Co-Ordinator.

ESSENTIAL GENERIC DUTIES AND RESPONSIBILITIES include the following.

1. Unloading of supplier parts and the checking against supplier documentation upon receipt.
2. Carry out visual Check on parts received and report any issues to Stores Co-Ordinator.
3. Loading of vehicles and completion of logistical documentation where required.
4. Process sales orders and prepare all relevant documentation for customer despatches.
5. Carry out stock and location audits at a set frequency and ensure accurate recording of subsequent adjustments.
6. Assemble kits of parts for use in production department when required.
7. Ability to differentiate between materials, types, sizes, etc.
8. Responsible for daily safety and maintenance checks on forklifts.
9. Assist with maintaining cleanliness of workspace.
10. Performs all work in accordance with established safety procedures.
11. Other duties may be assigned as required.

LEADERSHIP/ SUPERVISORY RESPONSIBILITIES

None.

EDUCATION, TRAINING AND EXPERIENCE

- Educated to GCSE standard
- Previous experience of working within a stores and production environment is essential



- Pendant Crane Licence is essential.
- Forklift Truck Licence is essential.
- ERP/MRP system experience preferable, but training can be given.

COMMUNICATION SKILLS

- Ability to understand, read, write and converse in English.

INDEPENDENT JUDGEMENT, DECISION MAKING & PROBLEM SOLVING:

- Ability to follow directions and make decisions based on specific directions and outlines.
- Ability to use basic judgment in the performance of job duties with supervisor support.
- Ability to prioritise workload to ensure deadlines are met.

OTHER SKILLS AND ABILITIES

Computer skills: Basic understanding of Word and Excel.

Mathematical skills: Ability to understand and apply basic mathematical concepts such as addition, subtraction, multiplication, and division.

Travel: None.

Other: None

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving parts and rotating equipment. The noise level in the work environment is usually moderate but at times may require provided PPE.

Date Prepared

July 2023

Approved by Line Manager

Date

Signed by Employee

Date