

Job Description

Job Title:	Stores Operative / Data Input
Reports to:	Team Lead or relevant Manager
Responsible for:	Carrying out stores related activities
Revision Date:	Feb 25

Purpose of Role:

To work as part of the PEL production/project Team, assisting stores and project team with the receipt and processing of parts delivered goods and their data & documentation for the build area's. Role can also include kitting and packing parts to assist projects. Housekeeping around general assembly area. Raise and communicate any part issues with the Team leader, QCM or Project Managers. Communicate with all staff / contractors & visitors in a professional and courteous manner.

Key Activities:

Documentation: Ensure that all the delivery paperwork (Internal & external) is handled correctly. Including entry onto DMS system.

Product Movement / Identification / stocking: Segregation of in-coming parts to relevant project holding areas and marking/storing of parts in-line with company procedure. Movement of parts to build / spares areas.

Product Kitting: Kitting up of parts to meet project requirements when required.

Packing & Despatch: Carry out packing & despatch demands as required.

Concerns Management: Ensure that all product / process issues are raised, assist with investigation and implementation of suitable containment action and where applicable work with other staff to implement corrective action.

Tooling: Ensure tooling used remains fit for purpose, reporting any defects to QCM.

Health & Safety: Ensure company health & safety requirements are followed and ensure stores areas remain safe & tidy. Assist with the correct segregation / handling & disposal of waste material.

Other: To assist with purchased part in-coming goods inspections as required. Assist with other reasonable business requirements when needed and / or requested.

Knowledge, Skills & Experience Essential & Desirable:

- Fork Lift Licence
- Crane Operations Certificate
- A reasonable standard of education is required, with IT skills.
- An interest in stores, logistics & supply chain operations.
- A logical common-sense thought process will be required and good team & communication skills.

Additional Information & disposition required:

- Willingness and flexibility to work extra hours when required ensuring project deadlines are met and delivery of product to end user.
- The ability to interact with people at all levels within and external to the Company.
- Is readily adaptable to changes in working procedures and practices and is open to opportunities to improve own skills.