

Job Description

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| Job Title: | Stores Operative / FLT Driver |
| Reports to: | Team Lead or relevant Manager |
| Responsible for: | Carrying stores activities, kitting parts |
| 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 when required.

Product Movement / Identification / Stocking: Segregation of in-coming parts to relevant project holding areas and marking 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:

- Ability to navigate & use material management computer system.
- Forklift Truck licence.
- Practical knowledge of PEL products and part numbering.
- Full UK Driving Licence

Additional Information:

- Willingness and flexibility to work extra hours when required ensuring project deadlines are met and delivery of product to end user.
- Performance review and appraisal will be carried out annually.