
JOB DESCRIPTION: STORES OPERATIVE

1. POSITION SUMMARY

JOB TITLE:	Stores Operative
EMPLOYMENT STATUS:	Permanent
LINE MANAGER:	Logistics & Stores Team Leader
LOCATION:	Shoreham-by-Sea
STANDARD WORKING HRS:	40.00 hours per week
HOURS:	Monday to Thursday 07.45 to 16.45 Friday 07.45 to 12.30 One Friday per month 07.45 to 16.45 on a rota basis
SALARY RANGE:	Up to £19 – 21 K per annum, depending on experience
HOLIDAY	25 days per annum plus bank holidays
BENEFITS:	Company pension scheme, EAP, free beverages

2. JOB FUNCTION & RESPONSIBILITIES

We are currently recruiting for a Stores Operative on a permanent basis. The successful candidate will be responsible for supporting our production line, with the addition of general stores duties.

2.1. KEY RESPONSIBILITIES

- Transacting parts from main warehouse to the production line.
- Ensuring all production line locations are consistently filled.
- Location of stock, issuing shortages, stock counts etc.
- Goods inwards and receipting of stock
- Location of stock, issuing shortages, stock counts etc.
- Interacting with material controllers and production staff on daily needs and issues
- Outbound shipping & despatch
- Working to team's KPIs to control processes and key materials
- Good housekeeping ethic.

3. SKILLS & EXPERIENCE

- Proven experience in warehouse operations.
- Full, clean driving licence is essential
- Current Counterbalance forklift Truck licence is essential
- Good communication & organisational skills
- Computer literate and numerate
- Physically fit to undertake the role
- Careful and can-do attitude with a good work ethic