



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: STORESPERSON
REPORTING TO: STORES TEAM LEADER
RESPONSIBLE FOR: N/A

MAIN DUTIES OF JOB:

- Accurately maintain stock records through company inventory system.
- Move goods and products safely and efficiently around a busy factory using counter balance forklifts.
- Safely stack and unstack goods at height in storage racking.
- Safely load and unload lorries, accepting and checking deliveries to ensure stock is undamaged and order is complete against goods received.
- Issue correct parts to the machine and fabrication shops as and when required per production schedule.
- Prepare parts and kit up orders for final assembly.
- Pack goods per shipping requirements and regulations, providing a critical eye and final quality check.
- Accurately complete required shipping paperwork.
- Maintain all areas to high housekeeping standards. Promote company values.

OTHER DESIRED QUALITIES:

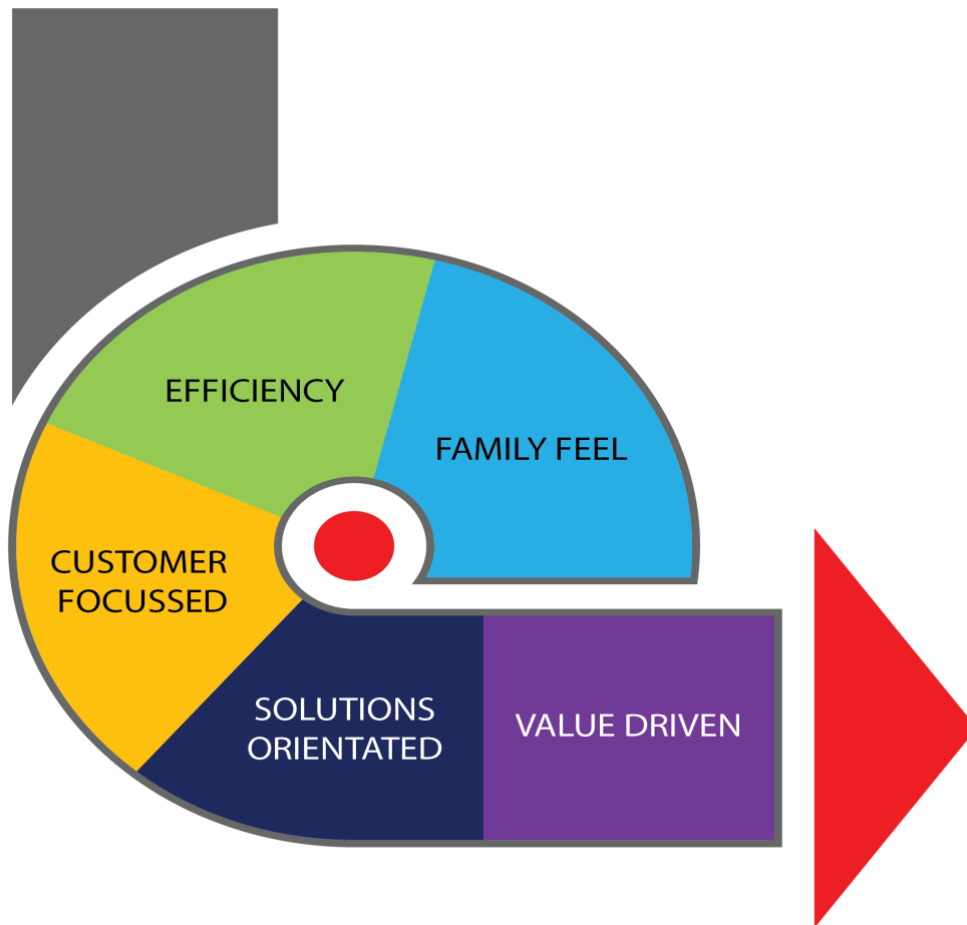
A degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.

HEALTH AND SAFETY:

The Company has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.



COMPANY VALUES



FAMILY FEEL

We are proud to be a family business and want all of our people to feel a sense of inclusion, support and belonging

EFFICIENT

We are forward thinking and focussed on innovation. We invest in advanced manufacturing and seek out opportunities to reduce our carbon footprints, whilst our streamlined production flow allows us to deliver on time

SOLUTIONS ORIENTATED

We are bulk material handling specialists and work with our customers to deliver the best solutions to suit their needs

CUSTOMER FOCUSSED

We operate globally with local presence across five continents. We are committed to supporting our customers from first contact and continually look for opportunities to add value and maintain long term relationships

VALUE DRIVEN

We manufacture durable, reliable products which continue to deliver value for our customers



PERSON SPECIFICATION

| | (E) Essential or (D) Desirable |
|---|-----------------------------------|
| Education or qualifications | |
| GCSE (or equivalent) in English and Maths | D |
| Valid Counterbalance Forklift Licence | E |
| Knowledge and Experience | |
| Experience of using a counterbalance forklift | E |
| Experience of using a power assisted pedestrian stacker | D |
| Experience using a pivot forklift | D |
| Experience of working in a busy engineering environment | D |
| Skills and personal attributes | |
| Basic IT skills | D |
| Good organisational skills | E |
| Good communication skills | E |
| Ability to work methodically and problem solve | E |
| Ability to work as part of a team | E |
| Ability to work independently using own initiative | E |
| Positive attitude | E |
| Can do approach to tasks | E |
| Physically fit as job will require the lifting and moving of products | E |