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| **Department:** | Logistics |
| **Location:**  | Production Stores |
| **Reports to (Position)** | Amanda Last - Head of Production Control |
| **Position type** | Permanent |
| **Grade** | Grade 5 (£20,396) Dependent upon Experience |
| **Shift** | A / B / Days - (see hours of work for details) – 37 hours a week |
| **Position Description; Scope of the role;**  |
| Receipting from and issuing components to shop floor. Maintaining accurate stock levels. |
| **Supervisory & Line Management Responsibilities** |
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| **Main Responsibilities and Activities** |
| * Receipt of completed components into the Production Stores.
* Issuing of kits to production.
* Housing and transporting stock in the correct manner, using part specific protection methods.
* Completing perpetual stock takes as and when required.
* Support in the annual stock take.
* Returning unused components back into stock.
* Carrying out transactions using a computer-based stock management system.
* Housekeeping activities with in the stores areas.
* Liaising with Production Control with stock issues.
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| **Experience and Qualifications**  |
| Essential * Ability to work as part of a small team
* Computer literate

Desirable* Stores experience
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| **Hours of work** |
| Overtime available when requiredDay Shift Monday to Thursday 7:30am to 4:00pmNo Premium Friday 7:30am to 12:30pmA Shift Monday to Thursday 6am to 1:35pmNo Premium Friday 6am to 12:45pmB Shift Monday to Thursday 1:25pm to 9:05pm20% Premium Friday 12:35pm to 7pm |
| **Benefits** |
| 25 Days Holiday + Bank Holidays Subsidised Health CarePersonal Accident planUniform Bike to Work SchemeEmployee Suggestion Scheme  | Company Pension - 5% employer contributionSubsidised CanteenOn-Site ParkingLong Service AwardEmployee Referral SchemeDeath in Service Scheme |