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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. | | |
| **Experience and Qualifications** | | |
| Essential   * Ability to work as part of a small team * Computer literate   Desirable   * Stores experience | | |
| **Hours of work** | | |
| Overtime available when required  Day Shift Monday to Thursday 7:30am to 4:00pm  No Premium Friday 7:30am to 12:30pm  A Shift Monday to Thursday 6am to 1:35pm  No Premium Friday 6am to 12:45pm  B Shift Monday to Thursday 1:25pm to 9:05pm  20% Premium Friday 12:35pm to 7pm | | |
| **Benefits** | | |
| 25 Days Holiday + Bank Holidays Subsidised Health Care  Personal Accident plan  Uniform  Bike to Work Scheme  Employee Suggestion Scheme | | Company Pension - 5% employer contribution  Subsidised Canteen  On-Site Parking  Long Service Award  Employee Referral Scheme  Death in Service Scheme |