

Stores Person

Job Description & Person Specification

Function: Stores

Reports to: Branch Manager

Purpose

Responsible for making sure supplies, stock, materials, packages, and/or products are processed through the delivery and/or warehouse system efficiently and safely.

Key Responsibilities

1. Stores:
 - Stock control & quarterly stock takes. This includes engineers van stock
 - Control of warranty/ quarantined parts and returning to supplier
 - Maintain stock levels
 - Compile stock issues for Branch Report
 - Process & dispatch parts orders
 - Processing of engineer's stock sheets
 - Creating purchase orders
 - To carry out manual handling
 - Ordering of engineers PPE
 - Waste hazard documents to be filed for each return

This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the Management function.

Skills and Experience

- Experience within an office environment and stock management.
- Must be organised and logical, willing to adapt quickly to changing policies and procedures.
- Must be able to use Excel, Word and Outlook.
- Able to lift and carry items, with correct manual handling processes.

Personal Attributes and Behaviours

- High levels of self-motivation, self-managing and tenacity to deliver tasks/project.
- Ability to establish good working relationships, at all levels, both internally and externally, as and when required.
- Ability to work individually as well as part of a team.
- Be able to operate calmly and effectively.
- A positive and constructive approach to problem solving using experience gained within the industry.
- Safety conscious approach to working.
- Experience with Microsoft Office.
- A personal commitment to the values of the Stannah Group, to deliver on promises and demonstrate that we care.

Relationships

Internal

The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation. The communication skills required include the ability to communicate technical complex and sensitive information.

External

External agencies including suppliers and customers.

Education and Qualifications

- Good standard of numeracy and literacy
- NVQ2 Customer Service desirable but not essential

You will demonstrate a commitment to your personal development.