

## CANDIDATE SPECIFICATION



<b>JOB TITLE</b>	Stores Person	
<b>REPORTING TO</b>	Team Leader	
<b>DIRECT REPORTS</b>	None	
<b>DEPARTMENT/SUB DEPARTMENT</b>	Stores	
<b>LOCATION</b>	Southend-On-Sea	
<b>OVERALL PURPOSE</b>		
To assist in the efficient and effective running of the Stores Department.		
<b>PRINCIPLE ACCOUNTABILITIES</b>		
<ul style="list-style-type: none"> <li>• To accurately pick stock items.</li> <li>• To keep control of all stock parts.</li> <li>• To be responsible for the goods in / out / stores areas to comply with Health and Safety, Insurance requirements, and to generally to maintain it in a tidy and orderly way.</li> <li>• To maintain quality, batch control and traceability of all parts and to ensure the department operates to the quality manual.</li> <li>• To issue stock parts to the workshop as required and to update the system accordingly.</li> <li>• To assist with regular stock checks when required.</li> <li>• To adequately package all orders for safe delivery to the customer.</li> <li>• To use the Company computer system to maintain accurate records, carry out stock transfers etc.</li> <li>• To keep the working area / stores free of hazards as per the Company's Health and safety policy (as per the handbook and policy statement), reporting any potential dangers to the Stores Manager as soon as they arise.</li> <li>• Be prepared to undertake any internal / external training as required.</li> <li>• To be flexible as possible with working hours at times of heavy workload.</li> <li>• To undertake any other duties, from time to time, as can be reasonably requested by the Company.</li> <li>• Some heavy lifting is required.</li> </ul>		
<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
GCSE (or equivalent) Maths & English at grade C or above		✓
Basic literacy skills	✓	

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EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Experience of material handling and packing	✓	
Experience in the Aerospace industry		✓
Computer literate		✓
Full Driving License	✓	
Fork Lift License		✓
Own Transport		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
<b>Team Player*</b>	✓	
<b>Strong Work 'Can-do Ethic'*</b>	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional <b>Planning and Organisation*</b> skills	✓	
High awareness of <b>Productivity*</b> and <b>Quality*</b>	✓	
Excellent <b>Communication*</b> skills	✓	
<b>Flexibility*</b>	✓	
Takes <b>Responsibility*</b> for actions	✓	
<b>Learn, Apply and Improve*</b>	✓	

\*part of the Ipeco Competency Framework