

CANDIDATE SPECIFICATION



JOB TITLE	Stores Person
REPORTING TO	Supervisor
DEPARTMENT/SUB DEPARTMENT	Supply Chain
LOCATION	Southend-On-Sea
OVERALL PURPOSE	
To assist in the efficient and effective running of the Stores Department.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none"> • To accurately pick stock items, • To keep control of all stock parts, • 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, • To maintain quality, batch control and traceability of all parts and to ensure the department operates to the quality manual, • To issue stock parts to the workshop as required and to update the system accordingly, • To assist with regular stock checks when required, • To adequately package all orders for safe delivery to the customer, • To use the Company computer system to maintain accurate records, carry out stock transfers etc. • Be prepared to undertake any internal / external training as required, • Responsible for ensuring that a high standard of housekeeping is maintained at all times, • To support team members with other tasks as and when required, • To help create and maintain a safe working environment and observe the published Health & Safety procedures, • To carry out any other tasks where reasonable and relevant, when required. • Some heavy lifting is required. 	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE (or equivalent) Maths & English at grade C or above		✓
Basic literacy skills	✓	
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
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	