

CANDIDATE SPECIFICATION



JOB TITLE	Dispatch / Stores Person	
REPORTING TO	Supervisor	
DEPARTMENT/SUB DEPARTMENT	Distribution, Supply Chain	
LOCATION	Southend-on-Sea	
OVERALL PURPOSE		
To carry out the material handling, picking, packing and dispatch of Company products.		
PRINCIPLE ACCOUNTABILITIES		
<ul style="list-style-type: none"> • To ensure that the material traceability of all parts is maintained at all times, • To ensure that the accuracy of stock records is maintained at all times, • To pack parts as required by customer requirements and to make available for dispatch, • To serve drivers upon collection and assist with loading shipments, • To carry out the shipping of goods and documents in accordance with aviation security and customs requirements, • To carry out system transactions, to prepare Dispatch Transfer Orders and all documentation appropriate to the task, • To operate Pedestrian Pallet Stacker and/or Fork Lift to load and unload lorries • To travel on Company business (whether in or outside of the United Kingdom) and in such a manner and on such occasions as may be reasonably required, • To carry out duties in a proper and efficient manner, act wholeheartedly in the interest of the Company at all times and to comply with the Company Rules and Regulations, • Responsible for ensuring that a high standard of housekeeping is maintained, • To support team members with other tasks as a when necessary, • To help create and maintain a safe working environment and observe the published Health and Safety procedures, • To carry out any other tasks where reasonable and relevant when required. 		
QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English/Maths (grade C or above)		✓

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Basic literacy skills	✓	
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Experience in material handling and packing	✓	
Ability to use a Pedestrian Pallet Fork Truck, lifting and packing equipment	✓	
Experience in the Aerospace industry		✓
Computer literate		✓
Fork Lift Licence		✓
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	✓	