

CANDIDATE SPECIFICATION



JOB TITLE	Logistic Support Operative
REPORTING TO	Supervisor
DEPARTMENT/SUB DEPARTMENT	Production/Stores
LOCATION	Southend-on-Sea
OVERALL PURPOSE	
The management of inventory and the associated production documentation.	
PRINCIPLE ACCOUNTABILITIES	

- Responsible for the completion of day-to-day Stores related transactions and associated goods movements in support or production activities.
- Management of the housekeeping requirements that are aligned to the assigned area of responsibility.
- Management of inventory within the assigned area or responsibility, such that all batch traceability requirements are maintained.
- Management of cycle counting activities that are applicable to the assigned areas of responsibility.
- Management of lineside / cell replenishment stock processes that are applicable to the assigned areas of responsibility.
- Support of Aftermarket Shipping demands and ensuring that all applicable parts are delivered to the appropriate shipping location.
- When product related defects are identified within the area of assigned responsibility, the LSO will complete all required activities and transactions associated to Material Review Board processes that in turn segregate the affected parts into a secure quarantine location.
- Alignment with the applicable upstream Production Management Team in terms of shortage identification and resolution.
- Management of Production Orders, including the release, kitting, confirmation, and completion processes.
- Direct link into the Production Engineering Team in order to adjust / refine SAP inventory management parameters as and when required.
- Provide support to other areas of the Business outside of the assigned area of responsibility when required and where reasonably practical to do so.
- To abide by specific internally established control systems and authorities and conduct activities in accordance with all applicable laws and the company's standards and policies, including its environmental, safety and health policies.

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Math's (or equivalent) at grade C or above		✓
Basic literacy skills	✓	
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Stores / Inventory processing activities.		✓
Experience in using SAP		✓
Experience of material handling and packing		✓
Computer literate	✓	
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	✓	