

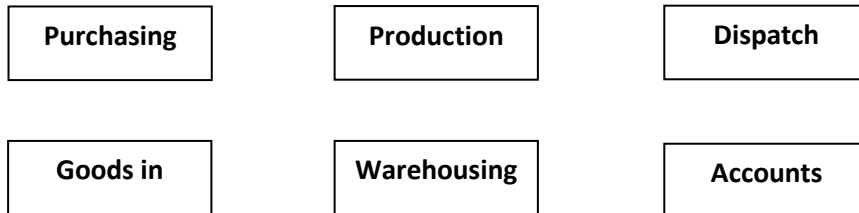


Title: Stores Production Team Member

Reports to: Purchasing Manager

Based at: Llantrisant Production Facility

Working Relationships:



Job purpose:

The job purpose of the Stores Team Member is to manage all stock products within the business. You control the replenishment of the stores stock via systems to be implemented, which will be utilised in all areas of production. A key aspect of the role is maintaining the stock levels within the specified KPI's set by the business. The Stores Team Member role includes carrying out perpetual inventory and maintaining stock records to the agreed standards. The role carries responsibility for working with production, goods inwards and dispatch (including deliveries/collections) to ensure necessary functions are carried out correctly. The job role may include other reasonable duties/tasks from time to time.

The Candidate:

- Must hold Full UK driving licence.
- Ideally hold Counterbalance forklift licence.
- 3 years plus experience within a stores environment, preferably manufacturing.
- Experience of ERP, Stock control systems.
- Must be computer literate.

Key responsibilities and accountabilities:

1. Implement inventory control measures to ensure the company optimizes stock holding, eradicating stock outs. Improving data accuracy through system control.
2. Ensure incoming product is receipted and managed appropriately according to company procedure (all items must be suitably identified and maintained).

3. Ensure materials are ready and available for production as and when required.
4. Maintain records for stock, consumables and issued materials
5. Maintenance of line side stock / Kanban system.
6. Ensure that any materials that are late or holding up production for whatever reason are reported to purchasing for expediting.
7. Maintain Good Housekeeping.
8. Carry out inspection of parts/components and services as required.
9. Managing entry into the stores environment.
10. Goods In / Goods out Control, Stock Control and Logging correct data into the system.
11. Picking for the Assembly Department, Stock Counting, PI Control and system maintenance.
12. Controlling stock accountability within a secure environment.

Other Qualities which are essential:

- Flexibility, a willingness to work weekends and possibility of alternative shift patterns if required.
- Have the ability to think on your feet and act decisively, to be able to grasp concepts easily.
- Ability to work under pressure and to strict deadlines
- Ability to integrate with others, self-confidence
- Ability to work in a logical systematic manner and display good judgement and common sense.

Remuneration:

- ✓ Basic Salary
- ✓ 20 days holiday rising to 25 days with service plus 8 Bank Holidays
- ✓ Pension
- ✓ PHI (this is an incapacity benefit)
- ✓ Life insurance
- ✓ A discretionary performance related bonus based on business objectives and Company profitability.

Closing Date

Apply in writing with a CV to Geoff Moore, HR Manager or e-mail your application to g-moore@sigma3.co.uk

Closing date for applications is 12 noon Friday 30th October 2020.