

Stores Operator (Full time)

Advertisement:

Reporting to the Stores Supervisor you will be part of a team working in our Stores and Despatch areas preparing kits of parts ready for production and or assisting with despatching. This includes goods inwards, booking in, tape and reeling, kitting, stock counting etc.

The hours are:

Mon - Thu 08:00 to 16:30 with half hour lunch
Fri 08:00 to 13:00 no lunch

The pay is from £8.24 hr depending on experience.

This is a "Full" overtime position. Therefore:

Overtime at x 1.3 (Weekdays and Sat am), x1.5 (Sat pm) and x2 (Sunday)

Overview:

Your main responsibilities fall into several areas.

- Goods In. Checking and booking in deliveries. Dealing with queries, labelling and putting away new stock.
- Preparing parts. Tape and Reeling parts, baking parts, re-sealing and counting.
- Kitting. Picking and kitting parts ready for production.
- Re stocking. Putting away returned kits, counting and stock checking.
- Assisting despatch as required
- Unloading (fork lift) if and when trained.

The tasks require detailed use of our computer stock system (QL) and very accurate record keeping. We are looking for someone with exceptional attention to detail and high levels of accuracy in their work.

You will be required to lift / handle packages up to 20KG.

Your attitude and your ability to learn will be key to your success. Previous component knowledge would be a help. Previous stores work would be ideal.

Other tasks you may be required to do include being a backup van driver, driving the fork lift, assisting in Despatch and helping with any general tasks in the factory.

The Ideal candidate:

The person most likely to be offered this role will have previous experience / qualifications in:
(in no particular order)

- Good computer skills. Word, Excel, Databases
- Be able to demonstrate your attention to detail.
- Fit and healthy as far as being able to lift and handle units and work standing.
- Have a full clean driving license is desirable but not essential
- Good grasp of English Language (GCSE Grade D or equivalent).
- Local to Windsor (easily commutable within 30 mins)