

JOB DESCRIPTION

JD011
Iss.1

JOB TITLE	Stores Person		
REPORTING TO	Parts Manager		
MINIMUM QUALIFICATION	GCSE A-C English and Maths		
<u>MINIMUM EXPERIENCE</u> <ol style="list-style-type: none"> 1. Two years' experience in a similar environment. 2. Computer literate. 3. Full clean licence (essential) 4. Forklift qualification (desirable) 5. Management software experience particularly MS Dynamics (desirable) 			
<u>DESCRIPTION OF DUTIES</u> <ol style="list-style-type: none"> 1. Warehouse picking – pick items from the warehouse (Pick List) 2. Warehouse receipt – create Warehouse receipt when parts are received 3. Job Journaling – produce Project Journal to move the cost out of stock and onto the job 4. Generate sales invoices 5. Stock, counts, pull issues and forward goods and materials as required 2. Accurately pull jobs to be produced, as scheduled 3. Package or palletise kits for delivery to production operations 4. Accomplish accurate and complete cycle counts 5. Operate material handling equipment as required 6. Move, handle, load, unload and forward goods and material as required 7. Organise and maintain personal and company equipment and work area in a professional manner 8. Operate company vehicle necessary to perform job function 9. Comply with all QHSE rules and processes 10. Any other duties required 			
PREPARED BY: J. Rix	DATE: 06/2025	APPROVED BY: JR	DATE: 06/2025