

<b>Job Title:</b>	Stores Operative
<b>Department:</b>	Supply Chain
<b>Location:</b>	Edge Lane, Manchester
<b>Reporting to:</b>	Materials Controller
<b>Direct Reports &amp; Responsible for:</b> (staff, materials, machinery and equipment, money)	The handling and movement of materials from receipt from supplier through goods inwards on to inspection, if required, and then raw materials stores and then finally material issue to manufacturing. The put away of finished products and sub-assemblies. Picking, packing and despatch of finished products, accessories and other materials to satisfy customer orders.
<b>Contacts with:</b> (main internal/external contacts outside the department)	Production managers, cell leaders, technical leads, operators, production engineers, purchasing and supply chain, sales, development, quality and IT.
<b>Responsibilities and duties:</b> (regular and occasional, defined and discretionary, administrative, technical and staffing, standards of performance and method of assessment)	<p>Stores Operatives will be responsible for the handling and movement of all materials to and from both the raw materials and finished goods stores. The movement and location of materials will be controlled via hand held terminals (HHT's) or a PC. Operatives will comfortably navigate around stores layouts having a clear understanding of the way physical location names are logically structured.</p> <p><b>Goods Inward Processing and Put away</b> The transfer of materials from the loading bay to the goods inward area. Designated, trained operators will move bulky and heavy items using the fork lift truck. The processing of the receipt from suppliers using a PC to record the supplier advice note against the Elcometer purchase order number. The verification that the supplied quantity and part supplied are correct. The barcode labelling of received items. The booking of serialised and non-serialised parts 'to stock' via receipt entry using the company's ERP system. The raising of any receipt irregularities or queries with the Materials Controller. The onward movement to inspection processing via HHT if required, or the onward movement to the specified raw materials location (putaway). The receipt of material returned from suppliers (RMA processing). The transfer of RMA materials to inspection. The receipt and booking of non-stocked items and the arrangement for the intended recipient to collect the items.</p> <p><b>Kitting and Kanban</b> The picking of components for kits from defined locations using HHT's. The kanban replenishment of shop floor locations using HHT's. The use of vertical carousels (linpics) – programming and picking. The transfer of picked items to the correct shop floor locations.</p> <p><b>Extraordinary Material Issue (The Hatch)</b> The issue of extraordinary material such as consumables and other materials on an ad hoc basis resulting from requests from the shop floor. Such requests will be politely discharged and the material move will be booked in the ERP system.</p> <p><b>Machined Parts Movements</b> The transfer of parts using HHT's from the machine shop output bins to the raw materials stores for putaway or finished goods for despatch to subcontractors. The processing and packing of machined parts to be shipped to subcontract.</p>

**Other Material Movements**

The booking and storage of completed subassemblies transferred from the shop floor to the raw material stores. The transfer and booking of non-compliant or quarantined material to the DMR (Discrepant Material Review) location.

**Perpetual Inventory (PI) Counting and Stock Taking**

The counting of specific stores inventory on an on-going cyclical basis dependent upon value and usage. The identification of discrepancies between theoretical and physical stock. The entering of count information in to the ERP system via PC. The counting of all stores inventory on a 6-monthly basis.

**Finished Goods Putaway**

The transfer of received products and accessories to the correct Finished Goods stores location using HHT's.

**Finished Goods Picking and Packing**

The picking and of customer orders as specified by the priority list using HHT's. The packing and consolidation of customer orders in to appropriate despatch cartons via HHT. Exercising good judgement for packing box selection, packing density and the arrangement of product to avoid transit damage. The production and packing of 'on demand' calibration and test certificates using a PC.

**House Keeping**

Ensuring that the goods in bay is clear of obstructions and is as empty as practicable. The labelling of bins with product and part numbers. Exercising good judgement when determining the best floating location for part or product putaway. Ensuring that excess packaging is removed and transferred to the correct recycling bin. Ensuring that materials are not stored on the floor and all walkways are clear of obstructions. Compliance with 5S policies.

**Health and safety**

Compliance with the use of issued personal protective equipment (PPE). Compliance with manual handling policies and accepted practices. Seeking of assistance or guidance when moving material that may present a risk.

**Performance Indicators:**

(The measures by which the individual's performance will be monitored and assessed)

**Raw Materials:** Number of items/lines picked per hour, picking and kitting accuracy. Number of items putaway or processed through goods in ward per hour.

**Finished Goods:** Number of items/lines putaway per hour, picked per hour or packed per hour. Picking, packing and despatch accuracy.

**General:** Transaction and booking accuracy, stock integrity. Compliance with standard operating procedures, manual handling and health and safety policies.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Physical Make-Up:</b> (Health, Appearance, speech, manner, physical energy)	Good Health	
<b>Attainments:</b> (Education, Training and experience)	<u>Education</u> GCSE or higher Maths and English.	<u>Education</u> NVQ 3 qualification or Higher
	<u>Experience</u> 3, or more, years' experience working in a fast-moving stores environment.	<u>Experience</u>
	<u>Knowledge</u> Material handling Safe manual handling Stores layout 5S Compliance with standard operating procedures (SOPs) ISO9000 Health and Safety	<u>Knowledge</u> Identification of types of electronic, electrical and mechanical components. Perpetual inventory counting.
	<u>Computing skills</u> Stock control systems Use of hand held terminals (HHTs), Use of PC's and label printers.	<u>Computing skills</u> Excel, Word, Email, ERP systems
<b>General Intelligence:</b> (intellectual capacity)	Good problem solving techniques. Logical approach. Adaptable and creative	Able to identify areas for improvement and offer pragmatic suggestions.
<b>Special Aptitudes:</b> (mechanical, manual dexterity, facility in use of words and figures)	Candidate must have a good understanding of stores operations and material movements.	
<b>Disposition:</b> (influence over others, steadiness, dependability, self-reliance)	Self-motivated, working to agreed standards Pro-active, team player. Offers support to line management.	Excellent communication skills and able and willing to perform other duties and assignments as needed.
<b>Personal Background:</b> (any special demands of the job, such as ability to work unsocial hours, travel abroad etc.)	May need to work unsociable hours during on rare occasions during stock takes or when stores locations are being rearranged.	
<b>Contra-indicators</b> (attributes which would prevent an individual from performing the job e.g. field sales person who does not drive)	Allergies to process materials Poor eyesight or colour blindness Problems with working stood up for long durations. Lifting problems or problems moving materials (back, neck injuries etc.)	