



Job responsibilities

- Control and co-ordination of materials
- Ensuring all incoming goods are fully inspected to the defined standard and that all corresponding paperwork is processed correctly.
- Integrity of stock: accuracy of stock levels and locations; perpetual inventory checks and reporting; bin location maintenance; and security of stock.
- Management of quarantined and bonded material / stock.
- Following special packaging and safe handling requirements in accordance with Health and Safety and all relevant works instructions.
- Accurate and timely maintenance of errors database and all subsequent actions.
- Cover deliveries both in and out (including palletised goods) during non-core hours when required.
- Use of bespoke computer systems throughout role (training will be given).
- Ensuring all storage solutions are kept to the highest standards of health and safety, shelving, bulk racking and reel storage towers.
- Assisting with continuous improvement activities throughout the business.
- Contributing to the resolution of customer complaints / supplier issues, via the correct channels.
- Ensure all security and Health and Safety requirements are complied with.
- Ensure all procedures and working practices comply with internal quality control systems and are fully complied with at all times.

Job requirements

- Ability to accurately follow concise instructions
- Ability to encourage other team members
- Good organisational skills
- Able to adopt and promote change
- Problem solving
- Flexible working approach
- Accurate colour recognition
- Good numeracy and accuracy skills

Contact

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