



ENVIRONMENTAL TECHNOLOGY

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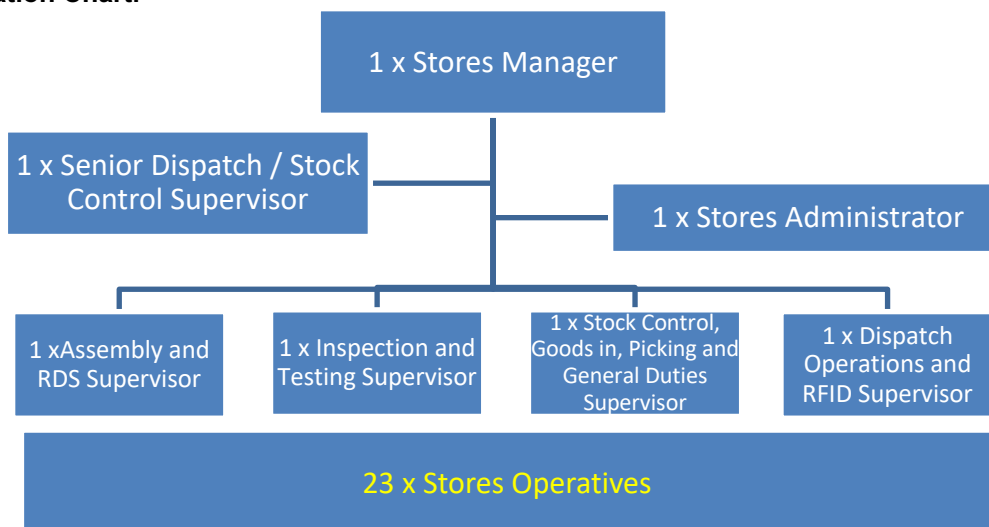
## Job Description / Person Specification

| STORES OPERATIVE                                       |   |                    |
|--|---|--------------------|
| <b>Department:</b><br>Stores                           | <b>Company:</b><br>AESSEAL plc  | <b>Job Ref No:</b> |
| <b>Reporting to:</b><br>Stores Manager – John Boardman | <b>Location:</b><br>Mill Close, Bradmarsh Business Park, Rotherham, S60 1BZ |                    |
| <b>Job Holder's Name:</b>                              | <b>Signed:</b>  | <b>Date:</b>       |
| <b>Manager's Name:</b>                                 | <b>Signed:</b>  | <b>Date:</b>       |

### 1. Job Purpose.

As a Stores Operator within the Assemble, Test and Despatch area of this Mechanical Engineering organisation, the role is both busy and varied. Along with contributing to the traditional inventory function associated with warehouse management, the purpose and boundaries of this job are much broader, whereby the Stores operative will assist the management and wider business departments with a variety of tasks. The Operative will be responsible for accurately picking, packing, and dispatching customer orders to ensure timely delivery and customer satisfaction. The Stores Operative must be able to work effectively as both an individual and in a team, whilst also being proactive, diligent and detail orientated in their approach to work. They must be capable to switch tasks seamlessly, whilst enjoy working on their feet in the operational space of production.

### 2. Organisation Chart.



3. **Principal Accountabilities.** The scope of principle accountabilities of the Stores Operative will include:
- 3.1 **Goods / Receipt Inwards.** Contribute to the receipt of 'goods in' within business operations.
- 3.2 **Storage of component parts to inventory.** After inspection, store parts within the inventory.
- 3.3 **Picking / collection of component parts from inventory.** Pick parts from the inventory for sales orders.
- 3.4 **Mechanical Seal Assembly Functions.** Contribute to the assembly of mechanical seals.
- 3.5 **Inspection / Testing and Inspection of Assembled Seals and component parts.** Contribute to the inspection, testing and etching of assembled seals in preparation for boxing and dispatch.
- 3.6 **Boxing and Dispatch Operations.** Contribute to boxing and dispatch operations.
- 3.7 **Stock Control and Stock Taking.** Undertake stock control and stock taking duties for audit purposes.
- 3.8 **Rectification of Stock.** Contribute to rectification of stock, so to ensure an accurate inventory.
- 3.9 **General Duties.** Conduct general duties with Stores and wider business.
- 3.10 **Uphold our organisational cultures and values.** Strive to uphold these in all you do.  
*N.B this list is not exhaustive, the job holder is required to carry out reasonable tasks within his/her level of skill and ability.*

4. **Skills, Knowledge and Experience**

| Criteria                      | Essential   | Desirable  |
|-------------------------------|---|--|
| <b>Qualifications</b>         | <ul style="list-style-type: none"> <li>• Good standard of education.</li> </ul>   | <ul style="list-style-type: none"> <li>• GCSE's (or equivalent) Grade 4 / C in Maths and English.</li> <li>• Fork Lift Licence.</li> <li>• Driving Licence</li> </ul>  |
| <b>Skills &amp; Knowledge</b> |   | <ul style="list-style-type: none"> <li>• General understanding of engineering.</li> <li>• IT Literate / ECDL.</li> </ul>   |
| <b>Experience</b>             |   | <ul style="list-style-type: none"> <li>• Warehouse / Inventory experience.</li> <li>• Experience of working within an engineering environment.</li> <li>• Experience working within a picking/packing and dispatch function</li> </ul> |
| <b>Character</b>              | <ul style="list-style-type: none"> <li>• Desire to provide exceptional customer service.</li> <li>• Effective communicator.</li> <li>• Team Player.</li> <li>• Collaborative.</li> <li>• Receptive to learning, development, change initiatives &amp; continual improvement.</li> <li>• Adaptable / Pro-active / problem solver.</li> <li>• Diligent</li> <li>• Strong attention to detail and accuracy.</li> </ul> |  |