

Ascend to new heights in Defence Technology Innovation



www.exsel-group.com

INTRODUCTION

Exsel Group stands as a preeminent force in the realm of independent defence technology solutions. We specialise in delivering supreme engineering expertise, advanced technology systems and comprehensive support services where the imperatives of reliability, safety and protection are non-negotiable.

Tracing our legacy back to 1947 in the United Kingdom, Exsel Group has evolved into a multi-faceted organization with a presence across four strategic UK facilities and various locations across the globe. We cater to an international clientele spanning government agencies, defence sectors and commercial enterprises.

GLOBAL REACH

We are a key operational supplier to UK defence and offer our services globally. This provides our team members with unique opportunities for international travel and engagement. We pride ourselves on delivering exceptional customer service by establishing a robust communication framework with our clients. Our organisational structure is designed to facilitate integrated solutions, managed through proven project management methodologies.

PURPOSE OF ROLE – Goods Inwards & Stores

To ensure that stores activities are carried out effectively to support the needs of current and future needs of Exsel Design & Integration.

KEY RESPONSIBILITIES

Job specific responsibilities

- Adhere to Health & Safety guidelines at all times
- Receive, unpack, book in incoming goods and place in appropriate stock locations
- Visually inspect incoming packaging and goods
- Report any obvious defects to Quality
- Pack appropriately, despatch, book out all outgoing goods
- Pick materials for production kits, unpacking parts where appropriate
- Ensure that stock accuracy levels are kept to a maximum at all times
- Carry out stock takes
- Receive, unpack, book in and place GFE in the appropriate locations
- Liaise with Quality to ensure reject parts are returned to suppliers in a timely manner
- Liaise with Project Managers and Production Team Leader to ensure timely delivery of product
- Deciding the most effective delivery method
- Liaise directly with courier companies and make necessary arrangements for collections
- Deal with import and export matters
- Maintain the highest standards of housekeeping at all times within the warehouse and external storage area
- To carry out any reasonable task that may be requested by your Manager from time to time
- Continually improving the warehouse environment and stock control processes

GENERAL

- Excellent written and verbal communication skills.
- Ability to be flexible and work outside core hours on occasion.
- Travel to other Exsel group sites and occasional overseas travel may be required.
- Must be able to work in the UK without restrictions & meet UK government security vetting criteria.



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HEALTH & SAFETY

- Adhere to all relevant Health and safety procedures and observe safe working practices. All work to be conducted in a safe manner.
- Appropriate Personal Protective Equipment to be used when required.
- All tools and equipment are to be cleared away at the end of a task and work area cleared up before the end of working day.
- All hand tools (if used) are to be maintained in a safe useable condition.
- To advise advanced Technician, team leader or line manager of any Health & Safety issues promptly.

COMPETENCIES & SKILLS

- Excellent communication and inter-personal abilities.
- Results oriented with a drive to succeed and achieve targets.
- Dynamic with confident ability to prioritise.
- Diligence and reliability
- The job holder will require a valid driving licence.
- Customer service skills.
- Strong organisational skills with the ability to multi-task and work under pressure.
- Attention to detail.

EXPERIENCE

- Experience of working in a fast paced production/warehouse environment
- Inventory control and stock taking
- Good Microsoft Office Suite knowledge
- Use of ERP system

KNOWLEDGE & QUALIFICATIONS

- Educated to a good GCSE standard
- Excellent numeracy skills

EMPLOYEE BENEFITS AND WORKLIFE BALANCE

- Competitive salary.
- Training & development opportunities.
- Apprenticeship programs.
- Company pension.
- Early finish on Fridays.
- Free guest accommodation in various locations (home and aboard).
- Birthday holiday.
- Service milestones.
- 25 days holiday, including 3 days Christmas closure, plus Bank Holidays (x8)
- Recruitment Reward Scheme.
- Flexible maternity options after month 9.
- Paid paternity leave.

CANDIDATE PROFILE

Our employees are the driving force behind our achievements. We invest in their professional growth, and in return, they bring innovation, enthusiasm, and a relentless pursuit of excellence to our operations. We seek individuals who are passionate about making a meaningful impact on the world and believe that a role with us can facilitate that ambition.



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EXSEL
DESIGN & INTEGRATION
ENGINEERING INNOVATION

We encourage applicants who are also former Armed Forces personnel, Reservists and Cadet Force Volunteers, you will be made very welcome amongst our existing staff, who have shared your past experiences, and have been with us for many years. If you have the skills, mindset, and attributes to make a difference in the business then take the next step in your career by becoming a part of the Exsel Group.

For more information see www.exsel-group.com, to apply to join our dynamic team, please forward your CV and covering letter to careers@exsel-group.com

