



Job Description

Job Title	Goods Inwards / Stores operative
Salary	£20,000 to £24,000 per annum
Location	Worcester

Purpose of the Role

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

Key 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

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- 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

Competencies

- 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

Knowledge, Skills and Qualifications

- Educated to a good GCSE standard
- Excellent numeracy skills

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

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General

- The job holder will have a current driving licence
- Ability to be flexible and work outside core hours on occasion
- Ability to work in the UK with no restrictions
- Must meet security vetting criteria
- Participate in the performance review process, identifying development areas and strengths and undertaking continuous professional development.
- Participate in continuous improvement activities within the company