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| **JOB DETAILS** |
| **Job Title:** | Stores Operative |
| **Department:** | Stores |
| **Location:** | BRUSH Transformers Loughborough |
| **Report To:** | Warehouse & Dispatch Supervisor |
| **Date:** | 01/07/2025 |
| **JOB SUMMARY** |
| Main duties include kitting relevant assemblies as required and using Visibility to issue parts to assemblies kitted. Raising shortage lists after kits being assembled / reporting to supply chain. Creating fab cut lists required by stores team in 24 shop when required. Using sheets returned from warehouse operative to create the relevant shortage lists. Distribution of parts around the site as required. Running PSI checks when required. Looking after kitting processes / vis updating when Warehouse & dispatch supervisor is not on site |
| **KEY RESPONSIBILITIES** |
| * Taking parts as requested into production-related areas.
* Kit assemblies using supplied kit sheets for a range of assemblies.
* Update Visibility once finished kitting / issue shortage lists to supply chain / production
* Supporting & delivering parts to shop & service department.
* Raising Near misses and Safety Improvement opportunities and ensuring health and safety remains a focus for all activities.
* Always Maintaining good standards of hygiene and housekeeping around all store’s areas.
* Working as part of the Stores team and carrying out other general stores duties as and when required, including stock take activities.
* All employees have a legal duty to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work and to observe and follow the relevant systems, rules, and methods of working.
* Ensure all data protection activities of personal and special category data; pertaining to current employees, customers, and all other external stakeholders, are done so in line with the company’s data Protection Policy.
* The job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably be required of you by the Company.
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| **KEY PERFORMANCE INDICATORS** |
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| **COMMUNICATION & WORKING RELATIONSHIPS** |
| **Internal** | **External** |
| * Warehouse & Dispatch Supervisor
* Stores Team
* Procurement Team
* Production Teams Leaders
* Operations Manager
* Service Team
 | * Delivery / Collection Drivers
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| **PERSON SPECIFICATION** |
| **Qualifications*** Good standard of general education including GCSE or equivalent passes in Maths & English

**Skills** * Possess attention to detail, IT skills, Warehouse processes.

**Experience*** Relevant experience of working in a production / manufacturing warehouse / store.
* Experience of WMS
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| **PREPARED BY** |
| Title: | Warehouse & Dispatch Supervisor |
| Name: | Darren Lane |
| Date: | 01/07/2025 |
| **APPROVED BY** |
| Title: |  |
| Name: |  |
| Date: |  |