



Job Title: Stores Controller

Location: Burton

Closing Date: 27th January 2020

Reporting into the Works Manager, this position has responsibility for managing the Burton site engineering stores. The duty holder will be responsible for managing the complete end to end sourcing, provision, and maintenance of all engineering equipment to minimize downtime and improve performance and service provision to customers.

Key Responsibilities:

Demonstrate through action, strong leadership principles; Operate with integrity at all times by doing the right thing; Set objectives for your team and coach/mentor them to achieve; Monitor performance of your team and deal promptly and effectively with any problems within your control and report those that cannot be resolved; Responsible for training, discipline and labour organisation of your team in accordance with company procedures

Establish gaps within the system and correlate all existing data on the system with what is in stock; To maintain a well-organized, efficient and safe engineering stores in support of minimizing equipment downtime and improving performance and value; To achieve site Key Performance Indicators (KPI's) in respect to stock value, accuracy, stock turns & consignment stock; To proactively source alternative components, engineered parts and suppliers that are able to meet the technical and performance standards of the parts they replace To manage the complete end to end return of defective parts/non-conforming parts to the supplier

Check deliveries and receipt of goods into the computer systems; Controlling the issue of components; To update and maintain computerized stocking system (SAP) for all material movements; Organize parts for specific maintenance tasks / shutdown work. Work closely with the site engineers to source urgent non stock engineering consumable items as required; Adhere to stated policies and procedures relating to health and safety, environment and quality management systems; Prioritise workload; Liaise and attend meetings with other company functions necessary to perform duties and aid business development; Liaise with Engineering team leaders to identify relevant and correct stock items/levels; Work within 5s methodology to maintain workplace to a high standard

To carry out other tasks as deemed necessary, that are within the job holders capability; Effective communication and implementation of site rules; Ensuring that the Engineering Stores adheres to all health and safety, environmental and quality regulations; Following safe working practices and procedures including timely reporting of accidents and emergencies; Have a clear strategy that is designed to minimize risk within the engineering department. This should be based on both pro-active and re-active elements; Coordination and completion of all actions raised through observations and other mechanisms in a timely manner

Person Specification: The successful applicant will have the following qualifications/attributes; Good level of literacy / numeracy; Minimum 3 years' experience in an Engineering or Engineering stores role; Computer literate – Excel, Word, Outlook etc;

Experience: Experienced SAP system user / superuser; Good organisation skills; Ability to effectively lead a team; Strong communicator; Ability and confidence in interaction with senior management;

Other: Self-motivated and disciplined; Flexibility and adaptability is essential; Works well under pressure

To apply for this position please email your current CV and salary expectations to careers@marley.co.uk or post to Marley Limited, Lichfield Road, Branston, Burton upon Trent, DE14 3HD. **Recruitment Agencies:**

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