



<b>Closing Date:</b>	18 <sup>TH</sup> April 2022
<b>Job Title:</b>	Engineering Stores Person
<b>Region</b>	Gainsborough

**MAIN PURPOSE OF JOB:** To ensure adequate supply of engineering spares, consumables, and raw materials at all times to meet production demands. To work with all departments to ensure items ordered and improvements implemented.

**RESPONSIBILITIES:** Subordinates Nil; Money and Materials (i.e., Budgets, Turnover, Payrolls, etc.); Stocks at budget levels

**SIGNIFICANT INTERNAL AND EXTERNAL RELATIONSHIPS:** Internal; Engineering Manager, process team, factory management, administration team, purchasing department. External – Suppliers, representatives, delivery persons

**MAIN ACTIVITIES:** To order and replenish stock spares as required; Ensure continuation of production; Stock checks – carry out regular stock checks in line with the Company procedure. To investigate alternative suppliers; Potential cost savings and / or continued supply; To maintain stock control system; Spares always available, To ensure stores area is kept clean and tidy. Items kept in correct storage locations

**LIST OF ACTIVITIES:** To order spares and consumables and raw materials as required to maintain adequate supplies; To monitor and report on lead times and max / min levels; To conduct regular stock checks as per Company procedure; To investigate alternative suppliers to ensure competition and potential cost savings; To maintain accurate records of goods received and items issued; To keep stores area tidy and clean; To assist as required on the production line; To drive a forklift truck and a company vehicle; To control shackles, eye-bolts and other lifting equipment for insurance records; To be flexible in his approach to work.

**NATURE & SCOPE:** The Store Person reports to the Engineering Manager and is responsible primarily to ensure adequate supplies of engineering stock spares, consumables (including PPE.) and raw materials to meet production demands daily.

To do this the Store Person will regularly check all stock levels, lead times, usage and max / min levels. The Store Person will work closely with the Engineering Manager to agree the compromise between stock levels and total stock value. Housekeeping in the stores area will be the responsibility of the Store Person as will be safe storage of all stock items. Alternative suppliers will be investigated for areas of high costs or 'single' supplier situations. This will be in liaison with the Engineer Manager.

Driving a Side Loader, Forklift Truck and a company vehicle will form part of the job holders activities, hence a flexible attitude is required. The job holder must have good communication skills to liaise with suppliers, delivery men as well as all members of the production team.

Ideally the Store Person should have a general knowledge of engineering and capable of interpreting engineering drawings. An appreciation of engineering material specification as well as an understanding of machining tolerances is desirable. Due to the nature of modern storekeeping, basic computer and keyboard skills will be expected. Paramount is the ability to maintain accurate records and an orderly stores area.

36.5 hours per week – 8am – 4pm Mon – Thu, 8am – 3pm Fri. A flexible approach to overtime working will be required. To apply for this position please send your CV to [careers@marley.co.uk](mailto:careers@marley.co.uk)

**Recruitment Agencies:** Marley does not accept any speculative approaches to present candidates for advertised vacancies.