

ETI JOB DESCRIPTION

Job Title Stores Assistant (with Forklift and Driving licence)

Responsible to Production Manager/Stores Team Leader

Key Responsibilities:

- Ensuring the Goods-In area is clean, safe, tidy, and runs efficiently.
- Ensuring all goods are quality checked and processed in a timely manner.
- Receiving, booking in, and checking quantity and quality of goods.
- Raising queries on incorrect/faulty goods.
- Processing paperwork and entering stock onto computer system.
- Passing documentation to the relevant departments in a timely manner.
- Carrying out stock checks on a daily and weekly basis.
- Loading and unloading goods using a forklift, in a safe manner and in line with Health & Safety at Work Act and ETI's Company Safety Policy – as and when required.
- Van runs between our sites twice a day – which includes some heavy lifting.
- Collating accurate kits from pick lists and distributing accordingly.
- Liaising with various departments throughout the company.

Main interactions:

- Internally - Purchasing, Sales, Service, and Production Stores/Staff.
- Externally - Delivery drivers/suppliers (in liaison with Purchasing Department).

Knowledge and experience:

- Working in a Stores and Warehousing environment.
- A responsible attitude to Health & Safety.
- Knowledge and experience in various aspects of Goods in work including stock checks.
- Experience of using a forklift.

Training/skills:

- Manual handling and basic Health & Safety training.
- Accuracy when picking and kitting jobs.
- Accuracy when stock checking.
- Excellent attention to detail.
- Forklift Licence, counterbalance.
- Driving licence, cat B.
- Must be self-motivated and be able to work under own initiative, with minimal supervision.

Other

- Undertake all duties in accordance with ETI Ltd policies.
- Attend all training when required in order to adhere to mandatory regulations, legislation, and best practice.
- Promote the company positively at all times.
- Adhere to all aspects of confidentiality and Data Protection to comply with the law.
- The post holder will be required to undertake such other duties as may be required, therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
- The organisation reserves the right to update or amend the job description, from time to time, to reflect changes to the role. The post holder will be consulted about any proposed changes.

I confirm that I have read, understood, and accept the duties detailed in this Job Description.

Employee name

Employee Signature

Date