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ETI Job Description

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| Job title | Stores Team Leader – Instrumentation  |
| Responsible to | Production Manager – Instrumentation  |
| Responsible for | Stores Personnel  |

About ETI

Since its launch in 1983, Electronic Temperature Instruments Ltd, is a UK award-winning manufacturer renowned for its precision digital thermometers and temperature-related instruments. With a focus on accuracy and innovation, ETI caters to various industries such as food service and facilities management, offering reliable solutions for temperature measurement needs.

Instrumentation Mission Statement

To manufacture products efficiently and profitably, whilst maintaining quality, good customer relations and ensuring employee job satisfaction.

* Strategically plan and manage instrumentation production to ensure capacity meets current sales demand.
* Enhance efficiency to achieve peak productivity levels while upholding the highest standards of quality in manufacturing.
* Review and consider the adoption of labour and time-saving equipment to streamline operations.
* Implement measures to significantly reduce manufacturing rework and minimise overall waste in the production process.

About the role

As a Stores Team Leader you will ensure smooth operations in our Instrumentation Stores. Your primary responsibility is to oversee processing of the goods and managing and training personnel. You will be a key liaison between internal departments, collaborating with Purchasing, Sales and Production team, as well as externally with suppliers.

Key Responsibilities

* To ensure that goods are quality checked and processed in a timely and efficient manner.
* Timely raising of reject notes and returns with Quality Department.
* Maintain stock accuracy, booking and transferring stock onto computer system.
* Liaise and arrange stock checks with Stores Inventory Controller.
* Ensure stores personnel are aware of correct procedures.
* Ensure that all work is carried out in a safe manner.
* Arrange available resources effectively.
* Communication with Purchasing to confirm deliveries and to decide on effective allocation of goods.
* Allocation of resource for Assembly kit picking.

Main interactions

* Internally – Purchasing, Sales, Service and Production Stores/Staff
* Externally – Suppliers in liaison with Purchasing

Knowledge and experience

* Previous experience in similar role
* Quality Control checking /testing
* Manual Handling and Basic Health & Safety

Key skills

* Must be well organized and display effective time and people management.
* Needs excellent communication skills to be able to communicate both on the telephone and face to face.
* Good management skills are required to maintain motivation within the Stores department.
* Requires a responsible attitude to Health & Safety
* Computer literacy with respect to entering information on computerised system.
* Attention to detail.
* Self-motivated and be able to work under own initiative, with minimal supervision.
* Needs to be pro-active and able to resolve problems.
* Team player – must be able to work with other departments.

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 ensure compliance 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.

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| Name |  |
| Signature |  |
| Date |  |