

Job Title:	Stores Operative
Work Location	Transcal Engineering, Racecourse Road, Pershore, WR10 2DG
Reports To (Line Manager):	Logistics Supervisor

Your main purpose is:	Responsible for supporting the receipt, storage and movement of parts and materials plus ensuring records are maintained in a busy manufacturing company.
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Key Responsibilities and Duties	
Some of your key tasks will include but not be limited to:	
<ul style="list-style-type: none">• Manage and control Goods-In process to ensure that all materials and goods received are booked in accurately and in a timely manner using SAGE200 and documentation is effectively maintained.• To report any Goods-In discrepancies.• To support parts and raw material warehousing, ensuring goods are safely and effectively stored and are accurately maintained within our SAGE 200 system.• To support parts kitting - with all transactions completed in SAGE 200 to maintain inventory control.• To support inventory accuracy and conduct stock checks as required• To support the management of Goods In related traffic.• Maintain a safe, clear and clean environment ensuring all procedures are adhered to• Conduct quarterly inventory checks to procedure and audit results and team performance	

Previous experience	
<ul style="list-style-type: none">• This role requires someone with a good knowledge of Stock Control and Stores Procedures.• You will have practical experience of working with MS Office applications.	

Desired Personal Qualities / Attributes	
<ul style="list-style-type: none">• You will also be able to work to tight deadlines and being able to maintain composure in a dynamic pressured environment• Experience of working with a stock control system such as SAGE• Good verbal and written communication skills• Good numeracy skills	
working Days	Monday – Friday (subject to change depending on business requirements)
Working Hours	7:45 – 17 Mon - Thurs / 7:45 – 13:00 Fri (40 hours of work per week. You may be expected to work any additional hours depending on business requirements)

This job description is not intended to be exclusive or exhaustive. It is an outline indication of the areas of activity and may be amended to reflect the changing needs of Transcal Engineering