



## **JOB OVERVIEW**

### **STORE PERSON**

This position involves the continual maintenance of the physical stock components and their corresponding computer records, ensuring the computer accurately reflects the levels of stock in the store room at all times. The role will involve booking goods inwards, assembling kits of parts ready to be built, regular cycle counting of individual components, despatching customer orders and ensuring the general tidiness of the workshop at all times.

For further information about the position, please refer to the documents attached.

The Job Profile outlines the key result areas for this position and details the skills, knowledge and experience required to be fully competent in this role. However, we do not expect candidates to demonstrate all of these attributes on application so please refer to the Person Specification, which identifies the essential and desirable requirements for this post.

If you would like to apply for this position, please download and complete the attached application form and equal opportunities monitoring form (which will be detached from your main application form and be used for monitoring purposes only) and return to: Sandra Berry, Amarith Ltd. Bentwaters Parks, Rendlesham, Woodbridge, Suffolk, IP12 2TW.



## JOB PROFILE

<b>Title</b>	Store person (Workshop based)
<b>Responsible to</b>	Senior Assembler
<b>Job purpose</b>	To manage the stores and workshop in a professional manner ensuring the computer records are continually accurately maintained in accordance with the daily booking in and out of components, kits & finished units to achieve ontime delivery of customers orders.

### Key Result Areas

- To assemble components into kit, prior to assembly of the product.
- To accurately record all components in the database.
- To regularly reconcile physical stock to computerised records.
- To identify and record problems with bills of material or assemblies to conform with ISO9001.
- Book in goods inward
- Pack & despatch completed orders.
- To be responsible for own health and safety and personal development, keeping up to date with relevant issues in relation to job role and to demonstrate good housekeeping.

### Scope and Range of the Job

- Directly Supervising n/a
- Budget Responsibilities n/a
- Other Responsibilities Health and safety for self and others in workshop.

### Qualifications and Experience

- 5 GCSE's or equivalent (including English and Maths at Grade C or above)
- Engineering experience

### Skills

- Communication
- Good with hands
- IT – Word and Excel
- Organisational
- Self motivated

- Team working
- Time Management

**Knowledge**

- Engineering
- Assembly of pumps
- ISO9001

\*\*\*\*\*



**PERSON SPECIFICATION**

<b>Job title</b>	Store person (Workshop Based)
<b>Salary</b>	TBC
<b>Responsible to</b>	Senior assembler
<b>Hours of work</b>	37.5 hours per week (9.00am – 5.00pm)

<b>Requirement categories</b>	<b>Essential requirements</b>	<b>Desirable requirement</b>
<b>Qualifications</b>	GCSE's or equivalent.	
<b>Experience</b>		Practical engineering experience..
<b>Skills</b>	IT – Word and Excel; Practical; Problem solving; Excellent interpersonal skills; Good with hands.	
<b>Knowledge</b>		Stores knowledge.
<b>Behaviours</b>	Team player; Flexible; Self motivated.	
<b>Circumstances</b>		
<b>Miscellaneous</b>		

**SCHEDULE OF REVISIONS**

<b>Date</b>	<b>Content change</b>	<b>Comment</b>	<b>Authorised by</b>
11/01/2007			Oliver Brigginshaw