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| **1.** | **Job Details** |
| **Job Title** | Stores Operative |
| **Department** | Stores |
| **Responsible to** | Stores Supervisor  |
| **Location** | Stony Lane, Christchurch, Dorset, BH23 1EX, UK |

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| **2.** | **Overall Purpose**  |
| Meet or exceed Service level Agreement (SLA) for the needs of manufacturing, procurement and accounts. Be proactive, professional and flexible in approach to maintain operational priorities. Be accountable and committed to the ‘throughput’ expectations of the business. |

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| **3.** | **Key Areas of Responsibility**  |
| * Work to BTG IMS, QPs, BOPs, BF, Wis, PF
* Work to BTG IMS, QP's, BOP's, BF, WI's, PF etc
* Syspro transaction of all stores functions including paperwork & associated documentation.
* Booking stock to sales.
* Booking from inspection to stock.
* Labelling, packaging, sealing etc.
* Receiving & despatching goods in/out, including the booking for sheet metal material.
* Audit & or cycle parts / stock.
* Working to FIFO, monitoring shelf lives etc.
* Ensuring stores facility is clean, tidy & organised ref WPO/5s activities.
* Any other associated duties as required as a stores operative
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| **4.** | **Experience Required** |
| * Aerospace manufacturing or similar strict & traceable store environment.
* Computer literate.
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| **5.** | **Key Knowledge Areas** |
| * Stores / warehousing processes.
* Aerospace
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| **6.** | **Key Skills and Technical Requirements** |
| * Literate & numerative.
* Good communication skills.
* Good telecom manner.
* Full driving licence.
* Fork Lift Truck License
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| **7.** | **Person Profile** |
| * ICT literacy to deal with various technologies and programmes
* Attention to detail to ensure high levels of quality
* The ability to communicate clearly and persuasively with your team, managers
* The ability to work under pressure and multitask
* The ability to work in a logical, systematic manner.
* Highly Output driven.
* Self-motivated, with the ability to work proactively using own initiative.
* Hands-on approach, with a 'can do' attitude
* Ability to effectively communicate ideas and thoughts to people at all levels of the organisation, establishing credibility with management and employees throughout the supported population.
* Comply with company ITAR/EAR requirements - May require use of information that is subject to the International Traffic in Arms Regulations (ITAR) and / or the Export Administration Regulations (EAR).
* Analytical approach to problem solving.
* A hands on, Pro-Active, Motivated Individual
* Fit & able
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