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| **JOB DESCRIPTION**  C:\Users\roisin.mccabe\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\SpecDrum 2016.jpg | | |
| **COMPANY NAME:** Specdrum Ltd | | |
| **JOB TITLE:** Yard/Store Operative | | |
| **REPORTS TO:** Purchasing Manager | | |
| **JOB PURPOSE:**  To accept deliveries, load/unload materials and assist in the storage and kitting of pulley components | | |
| **KEY DUTIES & RESPONSIBILITIES:** | | |
| * To unload/load vehicles of incoming/outgoing goods. * To check, sign & date delivery notes and leave at the designated area for collection. * To handle, store & transport materials correctly, in designated areas, as per training and instruction. * To enforce traffic management procedures including directing traffic safely throughout the yard. * To complete daily safety checks to ensure vehicle and work equipment is in good working order * Ensure received stock is fit for purpose, not damaged and correct to delivery note * Keep record of stock-in and stock-out for internal use * Carry-out frequent inventory checks and report any low stock to Purchasing Team * Process agreed orders for set quantity of consumables to maintain stock levels * Prepare fabrication kits in accordance with production schedule * Co-operate with other team members & participate in yard & store improvements. * Maintain high work standards, and communicate in a polite & responsible manner with delivery drivers. * Use and maintain work equipment correctly & safely, as per Standard Operating Procedures. * Work in accordance with relevant risk assessments and safe systems of work, as per Health & Safety training and instruction. * Ensure all necessary records i.e. quality and health & safety, are maintained correctly and submitted as necessary. * Follow instructions provided by the Purchasing Manager/Senior Management and provide continual feedback on matters such as material shortages, missing parts, safety hazards, quality standards etc. * Comply with company policies and procedures. * Any other duties, within reason and capability, as agreed with the Senior Managers. | | |
| **PERSON SPECIFICATION:** | | |
| ***Criteria*** | ***Essential*** | ***Desirable*** |
| **Qualifications/Attainments** | * Good standard of education to GCSE level or equivalent | * Valid Forklift Truck licence |
| **Relevant Experience / Knowledge** | * A minimum of 1 years’ previous experience of yard/store health and safety | * Previous experience of operating a side loader, handling long lengths of material * Previous experience in the Engineering Industry [e.g. a knowledge of steel and consumables able to drive the combi] * Operational use of Cranes * Ability to use measuring tools |
| **Skills and Competencies** | * A strong work ethic * Good organisational skills * Good communication skills * A team player * Ability to work within a team and in an environment that has constant changing priorities * Attention to detail and drive for results | |