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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.
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| **PERSON SPECIFICATION:** |
| ***Criteria*** | ***Essential*** | ***Desirable*** |
| **Qualifications/Attainments** | * Good standard of education to GCSE level or equivalent
 | * Valid Forklift Truck licence
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| **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
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| **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
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