

## **JOB VACANCY - MAINTENANCE STOREKEEPER AND WAREHOUSE OPERATIVE**

**Job purpose and scope:** To control the stores to ensure that the required materials are held in line with the company stock control system, ensuring stock is held securely, receiving stock and loading and unloading of deliveries.

**Location:** Trafford Park, Manchester

**Working hours:** 40 hours per week working Monday - Friday 06:00 - 14:30

**Contract:** Full time, permanent

### **Main duties:**

- Ensure stock levels are maintained in line with the company stock control system
- Ensure stock is controlled in line with FIFO (First In First Out) principles
- Control the receipt and release of stock from the store, updating the stock control system accordingly
- Liaising with all staff and suppliers on purchase orders raised
- Raise Purchase Orders/Requests and liaise with suppliers on delivery/completion dates
- Receive and inspect all stock ensuring that it matches the purchase order and is undamaged
- Store received goods in line with the stock control system requirements
- Prepare and despatch items back to supplier for repair
- Receive and store repaired items
- Liaise with suppliers to ensure goods are received on time and in line with agreed delivery dates
- Progress emergency orders and go to local suppliers to drop off/collect items if required
- Loading and unloading of deliveries
- Ensure that the stores are controlled in line with the Company Safety, Environmental and Quality operating systems
- Ensure Visual Factory principles are used in stores
- Conduct periodic stock checks to ensure stock levels mirror the stock control system
- Any other duties as required

### **Required Qualifications/Experience/Competencies:**

- Mechanical Engineering qualification/background
- Well organised and works well under pressure
- Excellent interpersonal skills
- Excellent attention to detail
- Strong time management skills
- Proficient in the use of Microsoft 365
- Previous experience of working in an engineering stores role desirable
- FLT licence
- Full UK driving licence and own car
- An understanding of operating KANBAN principles desirable

### **Applications:**

Please email your covering letter and CV to [jobs@axionrecycling.com](mailto:jobs@axionrecycling.com).

Alternatively please post your covering letter and CV to:

Judith Clayman, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

**Posted: Thursday 18th August 2022**

**No agencies please**