

Stores Operative

The Company

Goodridge is the world's leading manufacturer of performance fluid transfer systems. We operate in the OEM, automotive, motorcycle, motorsport, defence and specialist industrial sectors. This dynamic private company manufactures in ten facilities globally and supplies customers around the world with a unique combination of design, innovation, reliability and outstanding service. Goodridge has a turnover of over £47m and operates globally with manufacturing and distribution operations in the UK, USA, Mexico and Europe, employing more than 400 people worldwide.

The Role

To carry out the picking of all pick notes / lists and to receive into stock all purchased / manufactured products in accordance with the company procedures as per SPI. Maintain accurate stock records by way of computerised stock control. To maintain cleanliness, quality and adhere to health and safety practices at all times.

Location

Exeter, UK

Key Responsibilities:

Order / Parts selection

To ensure:

All order selection is done in accordance with the key points listed within the SPI

The correct distribution of pick note / lists in relation to the next work station be that internally or externally.

Communications / requests from all other departments are acted upon in a timely manner with regard to urgent order / parts selection.

Goods Receipt

To ensure:

All incoming stock whether purchased or manufactured are received as per SPI.

All relevant documentation is completed concisely and completely.

All discrepancies are reported to the Stores Manager and that the correct adjustments are made on receipt.

Communications / requests from all departments are acted upon in a timely manner in regard to urgent requests for purchased items / orders.

Stock Control

Maximise stock accuracy / availability by participating in general stock housekeeping duties which may include batch / lot management.

Assist in any storage area relay and general good practice housekeeping within the department.

General

Maintain the cleanliness of all working areas within the department.

Adhere to all health and Safety regulations

Abide by Company policy at all times.

Performance Standards

Performance standards are acceptable when:-

Good standards of communication, initiative and relations are achieved with all other departments.

The position holder understands and then carries out plans and objectives agreed with the management team.

A satisfactory performance is reached to optimize the work output between all personnel within the section.

The professional standards set out by the company are practiced at all times.

NB

This role may be developed / changed and as and when necessary amended to take into account changes within the organization in line with the Company's goals, objectives and contractual and legal obligations.

Application

To apply for this position, please email your CV and covering letter to kim.tait@goodridge.com.