

Job Description

Position – Stores & Logistics Apprentice

Reporting to Stores Manager / Supervisor **Responsible for** N/A

Purpose / Role

Opportunity for a person with a genuine passion to work in the Stores & Logistics environment, who is keen and enthusiastic to learn / master all areas of our Stores & Logistics Department.

Key Aims and Objectives

To gain the skills and experience to work within all areas of the team. Contribute to continuous improvement within the department and increase flexibility and job rotation for all staff.

Prime Role and Duties – Learn the following

- Contract Spares / Customer Order – Full Processes and Procedure
- Customer Support – Packing and Shipping
- Goods-In – Full Processes and Procedures
- Stock Control – Full Process
- Shop Order / Pick List / Kitting - Full Processes and Procedure
- Load Out – Involvement in SMD Equipment Load Out's
- Logistics Control
- Facilities - Possibility

Allied Occasional Duties


- Take part in Continuous Improvement Activities
- 5S Activities
- Driving and Delivery duties – when required
- Perform Cycle Counts / Stock Take activities – when required

Key Internal Interfaces

Stores, Planning, Procurement, Production, Commissioning and QHSE Departments

Skills - Core Competences

- Health & Safety Driven
- Contribute to Continuous Improvement Activities
- Can operate in a Lean environment.

- 
- Willing to learn & be flexible
 - Have a flexible attitude to work demands
 - Good level of IT skills
 - Fork Lift Truck trained – or the willingness to be trained
 - Full UK driving licence preferred
 - Excellent Communicator
 - Excellent attention to detail