

Aspire Job Description

Job Title: STOREKEEPER POSITION ID: STK903
 Entity: ASPIRE DEFENCE SERVICES LIMITED (ADSL)
 Location: TidNBul
 Reports to: Stores Supervisor
 Key Purpose of the Role: To work within the Local Stores Teams to provide comprehensive stores support, manage and account for all materiel held within the Garrison Estates/Technical Stores including FF&E and loan equipment.

- Key Responsibilities:
- Maintain stores accounts including all FF&E and loan equipment in accordance with ADSL instructions and procedures.
 - Goods In – Ensure that all products match the current system descriptions and that the quality of product delivered is of the highest standard.
 - Picking Items - Responsible for making sure all Estates orders are processed accurately, efficiently and in a safe manner
 - Goods Out – Assist in the delivery of stores items to the Collection Points at Larkhill and Tidworth when required whilst driving safely.
 - Carry out receipts and issues of stores items.
 - Assist in providing and maintaining an audit trail for all inspections.
 - Maintain stock balances via stock taking
 - Assist in van inventory stock checks
 - To ensure that all materials held within the store are kept secured and are in a clean and serviceable condition.
 - Movement of stores in and around the ADSL stores area
 - To ensure the general area both inside and outside is kept clean and tidy.
 - Work safely, consider the safety of others and work within the guidelines of ADSL QHSE policies and procedures.
 - Undertake routine checks as required to ensure compliance with QHSE regulations, recording of any such checks and reporting anything considered to constitute a risk. This will include all accidents, near misses and general defects resulting in a risk to employees.

Qualifications: Essential:

- Valid (UK) Driving Licence

Desirable:

- NVQ2 Distribution Storehouse and Warehouse Operations or equivalent.
- Fork Lift Licence

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Experience &
Knowledge:

Essential:

- Experience gained from within a maintenance/logistics environment
- Understand basic inventory, warehousing and stock procedures
- Proven experience of administrative work, preferably within a logistics or maintenance environment

Desirable:

- Basic understanding of Health and Safety.
- Have previous experience in a fast moving goods environment
- Experience of working in a Customer service environment

Skills:

- Aspects of this role require physical activity
- A good understanding of Stock control and accounting procedures.
- Very Good attention to detail and a high level of accuracy in picking stock
- Recognise and understand product numbers and alpha/numeric codes
- A good team member, able to prioritise his/her own work as well as provide assistance with the work of others when required.
- Be flexible in approach and diligent in meeting deadlines.
- Able to work independently with minimum direction
- Capable of following instructions and documented procedures
- Report any quality or inventory discrepancy issues

Date:

04 April 2016