

Aspire Job Description

Job Title:	Armoury Storekeeper	POSITION ID: ARSTK803
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)	
Location:	ADSL Stores Warminster	
Reports to:	Senior Storekeeper	
Key Purpose of the Role:	To assist the Senior Storekeeper for the safe custody and security of all weapons and ancillaries held within the Garrison Armoury.	
Key Responsibilities:	<p>To be responsible for the safe custody of all weapons systems and ancillaries on account.</p> <p>To be responsible for the safe custody of all Private Firearms.</p> <p>To comply with ADSL procedures for Private Firearms.</p> <p>To comply with the Authority's current security regulation, local standing order and ADSL local procedures.</p> <p>To ensure all issues and receipt of weapons/ancillaries are carried out as per standing orders.</p> <p>To ensure that any item either signed out or being returned is checked for cleanliness.</p> <p>To ensure that a missing weapon/s is brought immediately to the attention of management.</p> <p>To ensure that any unserviceable weapons are recorded.</p> <p>To carry out a quantity daily weapon check.</p> <p>To assist with all audits and document check.</p> <p>To ensure that only authorised personnel sign out weapons or ancillaries.</p> <p>To ensure that any weapon issued has been checked for serviceability.</p> <p>To ensure that all weapons when being returned to the armoury are clear of ammunition.</p> <p>To ensure that all items containing GTLS are correctly stored.</p> <p>To ensure the security of keys are being controlled as per local standing order.</p> <p>To work overtime when required.</p> <p>To carry monthly UMI.</p> <p>To deputise for the Senior Storekeeper in his/her absence.</p> <p>To carry out any reasonable request by management.</p>	
Qualifications	Essential:	

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NVQ 2 Distribution Storehouse and Warehouse Operations or equivalent.
Clean Driving Licence (B Category)
Must be security cleared.
Basic understanding of MS Word & Excel.

Desirable:

Knowledge of the MoD accounting system, presently Management of the Joint Deployed Inventory (MJDI).
Knowledge of the Joint Asset Management and Engineering Solution (JAMES).

Experience & Knowledge:

Essential:

Ex Forces Storekeeper.

Desirable:

Fork Lift Licence

Skills:

Good communication Skills.
A good team member, able to prioritise his/her own work.
Focusing on customers and service delivery.

Date:

24/01/2020