

## Aspire Job Description

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**Job Title:** STOREKEEPER **POSITION ID:** STK 458

**Entity:** **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

**Location:** LARKHILL

**Reports to:** SENIOR STOREKEEPER

**Key Purpose of the Role:**

- To assist the Senior Storekeeper to account and maintain all materiel held within a Garrison stores on behalf of the MoD in conjunction with their current regulations and JSPs.
- 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. Ensure all Accidents and Incidents are reported to the Helpdesk.
- To ensure that all relevant Risk Assessments are kept up to date and that you understand the Risk Assessments that have been put in place

**Key Responsibilities:**

- Assist in the issuing, receipts, demanding and back loading of all materiel.
- Collection and delivery of stores to / from units/ depots/ depts/ civilian agencies when required.
- To have an understanding of the process for fault reporting on certain types of equipment.
- To have a basic understanding of the Authority's current JSP's.
- When applicable, to carry out monthly inspections and maintain a record.
- Assist in providing and maintaining an audit trail for all Authority's inspections.
- Assist in stock checks.
- Assist other Storekeepers as and when required, in particular during periods of sickness or holidays.
- Ensure the stores are kept tidy and where reasonably possible free from hazards.
- Undertake other duties as required by the Stores Manager in order to ensure the efficient functioning of the stores.
- To ensure that all materiel held within the store is kept secured and in a clean and serviceable condition.
- To ensure the general area both inside and outside is kept clean and tidy state.

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### Qualifications

#### Essential:

- NVQ2 Distribution, Storekeeping and Warehouse Operations or equivalent.
- All Arms Storeman Course

### Experience & Knowledge:

#### Essential:

- Knowledge of the MoD accounting system, presently MJDI and JAMES.
- Clean Driving Licence

#### Desirable:

- Military Storekeeper experience.
- Fork Lift Operators Licence.

### Skills:

- Good verbal communication skills.
- 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 meeting deadlines.
- Hard working and flexible.
- Basic understanding of MS Word & Excel

### Date:

07 Oct 21