

## Aspire Job Description

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**Job Title:** STOREKEEPER **POSITION ID:** STK329

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

**Location:** ALDERSHOT

**Reports to:** TEAM LEADER

**Key Purpose of the Role:** The receipt, issue and storage of authority owned equipment.in conjunction with MOD current regulations.  
Provide occasional cover to the Fuel & Lubrication service.

**Key Responsibilities:**

- Assist senior storekeeper in daily tasks of the clothing store, including the receipt, issue and backloading of authority owned equipment.
- Use of the Hand Held Device (Bar code scanner) for receipts and issues.
- To have a basic understanding and comply with MOD procedure set out in DLF
- Maintenance of Authority Warehouse Management System
- Assist in weekly / monthly / quarterly stock checks.
- Assist in providing and maintaining an audit trail for all Authority's inspections.
- Ensure the stores are kept tidy and where reasonably possible free from hazards.
- To ensure that all materiel held within the store is kept secured and in a clean and serviceable condition.
- Provide cover for the Fuel & Lubricants service during periods of absence.
- Work safely, consider the safety of others and work within the guidelines of ADSL QHSE policies and procedures.
- To ensure that all relevant Risk Assessments are adhered too and to participate in annual reviews of the Risk Assessment/s.
- Ensure all Accidents and Incidents are reported through your Line management and to the Helpdesk.
- Undertake other duties as required by the Stores Manager to ensure the efficient functioning of the stores.

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### Qualifications

#### Essential:

- NVQ2 Distribution, Storekeeping and Warehouse Operations or equivalent.

#### Desirable:

- All Arms Storeman Course
- Fuel & Lubrication Operator
- Fork Lift Operator

### Experience & Knowledge:

#### Essential:

- Knowledge of the MoD warehouse management system
- Clean Driving Licence

#### Desirable:

- Military Storekeeper experience

### Skills:

- Good verbal communication skills.
- Customer focussed / excellent customer service
- A good team member, able to prioritise his/her own work as well as aid with the work of others when required.
- Be flexible in meeting deadlines.
- Hard working and flexible.
- Basic understanding of MS Word & Excel

### Date:

15<sup>th</sup> July 2018