

Aspire Job Description

Job Title: Store Keeper **UPRN:** STK899

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

Location: Tidworth

Reports to: Stores Co-ordinator

Key Purpose of the Role: The post holder will provide comprehensive stores support for the Tidworth Estates Store covering sourcing, selection and purchase of goods to ensure a smooth supply of parts to the Maintenance team that meets contractual response times.

The role is responsible for the management and accounting of all materials held within the Garrison Estates/Technical Stores including FF&E and loan equipment in accordance with ADSL policies, processes and procedures.

Key Responsibilities:

- Operate an estates store, ensuring a smooth supply of parts, FF&E and loan equipment to the Maintenance team that meets contractual response times
- Act as local point of contact, communicating effectively with the estates maintenance teams and action queries promptly
- Purchase of stock and replenishment for the Garrison teams in accordance with ADSL policies, processes and procedures
- Carry out stock taking of van the stock inventory
- Compliance with management of Control of Substances Hazardous to Health (COSHH) including the issue of correct and in date supporting documentation

Duties include but are not limited to:

- Goods In – Ensure that all products match the current system descriptions and that the quality of product delivered match what has been ordered and invoiced
- Arrange stock items on shelves efficiently and safely
- Picking Items - Responsible for ensuring that all Estates orders are selected accurately, efficiently and in a safe manner
- Issue and receipt of loan tools and equipment to the DEL on request ensuring they have received the appropriate training and are authorised to do so
- As required, undertake/assist the process of sourcing and ordering non catalogue “no part parts”
- Ensure the general area both inside and outside the store is kept clean and tidy and that equipment is clean and serviceable
- Understand and adhere to all appropriate Risk Assessments
- Completion of all relevant documentation in timely, accurate and

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legible manner

- Assist/undertake random audit checks and completed with any remedial actions taken
- Work safely, consider the safety of others and work within the guidelines of ADSL QHSE policies and procedures
- Ensure via Line management that all Near misses, Accidents and Incidents are reported to the Helpdesk.
- Carry out any other duties as may be reasonably required by the Stores Co-ordinator or Stores Manager

Qualifications

- GCSE Maths and English
- Clean (UK) valid Driving Licence

Desirable:

- NVQ2 Distribution Storehouse and Warehouse Operations or equivalent.
- IOSH Working Safely

Experience & Knowledge:

Essential:

- Experience gained from within a maintenance/logistics environment
- Understand basic inventory, warehousing and stock procedures
- Experience of administrative work, preferably within a logistics or maintenance environment
- Basic understanding of Health and Safety

Desirable:

- Experience of working in a Customer service environment
- Suitable experience in the Stores/Logistics environment
- Experience within an MOD/FM/Military environment

Skills:

Essential:

- Ability to undertake tasks that involve manual handling activity
- 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 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

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- Capable of following instructions and documented procedures

Desirable:

- A good working knowledge of IFS
- A good working knowledge of Microsoft Word, Project, Excel and PowerPoint.

Date: 18 September 2017