

SUPPLY CHAIN DEPARTMENT, Logistics & Maintenance Assistant

Salary: Depending on experience.

Hours of Work: 39 hours per week.
8:00am – 5:00pm Monday to Thursday.
8:00am – 4:00pm on Fridays.

Reports to: Supply Chain & Quality Manager

Starting Date: January 2012

Background & Experiences

The successful candidate will be responsible for setting up, maintaining, repairing assembly machinery and electrical equipments within the production department. The candidate must also have experience of logistics and stock management, as well as good organisational skills. A full UK driving license and forklift license are required for this position. The candidate must be familiar with computer programs such as MS office and stock management software.

Main Tasks & Responsibilities

1. Stock control for Goods-In, inspection of items, checking of documentation
2. Packing and despatching of Goods, Management of freight, bookings and printing of labels
3. Stock Control, Internal stock management, Stock for Production, Kanban system, Stock Take
4. Purchase Kanban stock with Supplier, Input PO, review Kanban system with Line Manager
5. Mechanical and Electrical maintenance of internal equipments
6. Supporting production for any fault/repair on all machines, Set up equipment
7. Preventative maintenance and report log.

Occasional Tasks & Responsibilities

1. Delivery directly to the customer using company vehicle.
2. Assembly of products
3. Prepare of orders in production

Working Environment: Warehouse

Equipment normally used: Computer (SAGE, Navision), MS Office, packaging products, general workshop tools, forklift.