

Stores Operator

Job Description / Person Specification

Reporting to:	Stores Supervisor
Remuneration:	Up to £12.13 per hour depending on experience
Normal Working hours:	37hrs / week Mon – Thu 08:00-16.30 (half hour lunch) Fri – 08:00-13:00 (no lunch)
<ul style="list-style-type: none">• Holiday• Pension Scheme• Parking	5 weeks + bank holidays + long service extra days Auto Enrollment (5%+3% contributions) Free parking on site

Job Role:

Reporting to the Stores Supervisor you will be part of a team working in our Stores and Despatch areas. This includes goods inwards, booking in, tape and reeling, kitting, stock counting etc. Additionally assisting with despatching finished goods to customers.

The tasks require detailed use of our computer stock system (QL) and very accurate record keeping. You will have exceptional attention to detail and high levels of accuracy in your work. Previous electronic component knowledge would be a help as will previous stores work be ideal. You will be required to lift / handle packages up to 20KG.

Other tasks you may be required to do include being a backup van driver, driving the forklift (if qualified) and helping with any general tasks in the factory.

Responsibilities:

- Goods In. Checking and booking in deliveries. Dealing with queries, labelling, and putting away new stock.
- Preparing parts. Tape and Reeling parts, baking parts, re-sealing and counting.
- Kitting. Picking and kitting parts ready for production.
- Re stocking. Putting away returned kits, counting and stock checking.
- Unloading (forklift) if, and when trained.
- Despatch. Receiving and checking final assemblies, processing, and packing ready to ship to customers.

How to apply:

Either:

Email us at jobs.windsor@note-ems.com with the following attachments:

- Completed application form
- Current CV
- Covering letter

Or

use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)