

Job Advert

Job title: Stores Operative (Double Day shift)

Reporting to: Logistics Team Leader

Objective: Work as part of the MP&L team, ensuring timely material availability is provided to the machine shop and other locations as required. Ensure maintenance of real-time stock and material location.

Key Responsibilities:

- Work as part of an efficient operational team within a warehouse environment.
- Support manufacturing operations 24/7 with timely delivery and controlled stock movement of material through all manufacturing process-steps in line with demand generated from the production planning system.
- Ensuring stock records are accurate and correctly classified for items incoming, during, and exiting processes.
- Ensure that all stock is correctly located in stores locations, system records are correct and recorded in a timely manner to enable MRP systems to work efficiently.
- Use the correct process documentation to ensure the correct processes are adopted to manage material movement and stock control.
- Work with Production Control and Purchasing to ensure production targets are met through efficient material movement and stock control.
- Adhere to and maintain 5s within the area that you work.
- Organise and control any paperwork required to meet company policy and legislation.
- Ensure that you are familiar and aware of Health, Safety and Environmental policies in your work area.

Key Competencies:

- Experience in stock control in a busy warehouse supporting a low -volume / high variance manufacturing facility with a small team.
- FLT License.
- Able to understand flow of manufactured parts through machine shop and sub contracted operations.
- Good level of IT literacy, including ERP/MRP system experience & Microsoft Office .
- Good time management skills to meet deadlines.
- Excellent communication skills.

Hours

Monday to Thursday: AM Shift 05:50 to 14:00 PM Shift 13:50 to 22.15
Fridays: AM Shift 05:50 to 12.40 PM Shift 12:30 to 18.20

To apply, please send your CV to Vacancies@Alcon.co.uk

Closing Date: 31st May 2021