

## MOYOLA PRECISION ENGINEERING WISHES TO RECRUIT A STORE PERSON DRIVER TO SUPPORT AND DEVELOP ITS INFRASTRUCTURE.

### JOB DESCRIPTION

|                |                              |
|----------------|------------------------------|
| JOB TITLE      | Store Person                 |
| RESPONSIBLE TO | Aerospace Production Manager |

Main Responsibilities are set out below.

- Loading and unloading deliveries and despatches.
- Receiving and checking goods received fully match accompanying paperwork
- Following Goods In procedure.
- Ability to query what has been received from suppliers against expected parts list.
- Accurate identification of material.
- Responsible for material flow for shifts and machines.
- Responsible for swarf removal from machines and skips.
- Carry out weekly maintenance checks on forklift truck.
- Energetic, enthusiastic & diligent in area of responsibility
- Implement the company's Health & Safety Policy in your respective areas on a day-to-day basis.
- Be fully aware and work within the law e.g. speeds limits
- Complete any other reasonable duties required by the company
- Work reasonable shift / overtime / flexible hours as requested by the company.

### Person Specification

Forklift Truck licence preferable

Clean Driving licence

Computer literate

Grade C or equivalent in GCSE Maths and English preferable

Experience working to high degree of accuracy and attention to detail

Ability to demonstrate a high level of personal organisation

Evidence of flexible working essential

Evidence of a similar role will give a distinct advantage.