

JOB DESCRIPTION

Stores Controller

Overview

Whether it's industrial embedded computing, custom lithium battery packs, secure communication systems, antennas, or imaging technology we design, manufacture and supply it.

From the ocean floor to the edge of space, Steatite innovation is making sure that vital technology operates consistently, reliably, and above all safely, around the clock.

Our products can be found gathering scientific insight in the cold and crushing depths at the ocean floor, transmitting high bandwidth data across hostile terrain, processing colossal amounts of traffic data, and enabling secure ticket sales on board a train.

From the first day of your employment with us, you will be part of an organisation that cares for your safety and wellbeing and strives to make every day at work rewarding.

Summary Details

Job Type:	Site based
Job Title:	Stores Controller
Location:	Tewkesbury, Glos
Hours:	38 hours per week worked Monday - Friday
Salary Package:	Competitive
Benefits	26 days holiday plus Bank Holidays, increasing with length of service Discretionary annual bonus Pension – 5% employee, 4% employer (salary sacrifice) Development opportunities relevant to your role Enrolled in Employee Share Scheme Access to Westfield Healthcare scheme, including: <ul style="list-style-type: none"> • Corporate Health Cash Plan including cover for dependents • Employee Assistance Programme • Discount scheme Cycle to Work Scheme EV Scheme
Qualifications:	FLT Licence

The type of person we are looking for

This position will play a critical role in managing inventory and ensuring smooth operations within the stores area. You will be responsible for receiving, storing, and distributing goods and materials efficiently whilst also maintain accurate records of stock levels. Experience of conducting inventory inspections is essential as well as the ability to coordinate with various departments to fulfil orders and maintain stock levels. You will liaise closely with the Purchasing, Engineering and Operations teams, therefore your communication skills will be excellent.

This is a brand new role, situated at our newly opened site in Tewkesbury.

Please note that this role will be subject to Security Clearance. As such, factors including your nationality, previous nationalities that you may have held, and your place of birth may affect your eligibility to apply for this role.

The Role

This role encompasses the following responsibilities:

- Receive incoming shipments of goods and materials, verifying accuracy against purchase orders or delivery notes
- Inspect received items for damage, defects, or discrepancies and report any issues to the appropriate personnel
- Safely store received items in designated storage areas, ensuring proper organisation and inventory rotation
- Maintain accurate records of inventory levels using manual or computerized systems
- Conduct regular inventory counts and audits to reconcile physical stock with system records
- Monitor stock levels and initiate reorder requests to replenish inventory as needed, adhering to stock control procedures
- Process requests for materials or goods from internal departments or external customers
- Pick, pack, and prepare items for shipment or delivery according to order specifications
- Coordinate with shipping and receiving personnel to ensure timely and accurate order fulfilment
- Perform quality checks on incoming and outgoing goods to ensure compliance with specifications and standards
- Support the production team on an ad hoc basis as required
- Identify and report any quality issues or discrepancies to relevant stakeholders for resolution
- Adhere to safety protocols and procedures to maintain a safe working environment
- Handle hazardous materials or substances in accordance with safety regulations and guidelines

- Maintain cleanliness and organisation within the storage area to minimize safety hazards and ensure efficient operations
- Generate reports on inventory levels, stock movements, and other relevant metrics as required
- Maintain accurate records of receipts, shipments, and inventory transactions
- Communicate effectively with management and other departments regarding inventory status, issues, and recommendations
- Any other duties as the business requires.

Key Competencies

- Proven experience in a similar role, preferably in a warehouse or storage environment
A high-level understanding of the configuration of computer hardware
- Strong organisational and time-management skills, with the ability to prioritise tasks effectively
- Proficiency in using inventory management software or systems
- Attention to detail and accuracy in data entry and record-keeping
- Excellent written and verbal skills, with the ability to deal with people at all levels
- Knowledge of health and safety regulations related to warehouse operations
- Ability to work independently as well as part of a team in a fast-paced environment
- Physical stamina and ability to lift and move heavy objects safely
- An excellent knowledge of the workings of Microsoft Windows operating systems
- Ability to read and understand technical drawings, both mechanical and electrical

Useful Additional Expertise

The following would be advantageous but are not essential:

- A good understanding of Epicor
- IOSH Working Safely Certificate