

Distribution and Material Control Operative – Job Description

Stannah

Company: Stannah Homelifts (Uplifts)

Function: Factory Operations

Reports to: Operations Manager

Purpose

This multi-skilled role is responsible for the packing and distribution of finished products as well as the flow of materials within the manufacturing environment.

Main duties involve checking in deliveries and placing incoming orders in the correct location as well as picking and packing products according to specific customer requirements and preparing shipment.

Key Responsibilities

1. Receive and book goods into the correct locations in an accurate and timely manner, liaising with teams for any discrepancies or quality issues.
2. Deal with any stock discrepancies or quality issues efficiently.
3. Maintain knowledge of products and processes involved in the day-to-day delivery/despatch of goods.
4. Support and suggest the effective management of inward & outward flow of inventory.
5. Encompass aspects of receiving goods, stock handling, stock locating, picking of works orders, cycle counting.
6. Ensure that the execution of the dispatch sequence is maintained within the required dates.
7. Picking, packing and checking of products from the planned distribution schedule.
8. Loading and unloading of Lorries using forklift
9. Preparing consignments for dispatch.
10. Actively involved in the replenishment of line side stock.
11. Actively involved in maintaining batch and stock location accuracy on computer system and ensuring tight stock control and stock rotation using FIFO principles.
12. Ensure that good housekeeping and health and safety regulations are adhered to within the work area. To contribute, be involved in and actively support the continuous improvement process.

This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the Stannah Homelifts Business

Skills and Experience

- Forklift and Driving Licence
- Knowledge and understanding of Goods In/Despatch disciplines.
- Good interpersonal and communication skills.

Distribution and Material Control

Operative – Job Description

- Health and Safety awareness in warehouse environment.
- Team working skills across disciplines and departments.
- Computer Literate
- Organization Skills, Energetic and hands-on.
- Reliable and punctual with a strong work ethic
- Ability to work effectively in a fast-paced environment.

Personal Attributes and Behaviours

- Proven ability to work as part of a team, both with direct team and other departments
- Excellent communication skills with the ability to interact at all levels and with different departments and suppliers
- Attention to detail.
- Pro-active nature, willing to learn quickly and take on new challenges.