

## Storeman Job Specification

<b>Job Role:</b>	Storeman
<b>Reporting to:</b>	Production Forman
<b>Working Hours:</b>	8.30 am – 5.00 pm Monday to Friday. Additional hours and a number of Saturday mornings will be required from time to time.
<b>Location:</b>	Based at Stocks Ag – Wisbech
<b>Job overview:</b>	Warehouse based, hands on role liaising with sales, production and stores teams. Accountable for accurate and timely processing of deliveries in, goods out, putting away production stock and keeping stores organised. The storeman is responsible for ensuring that goods received into or sent out from the company are in good condition and correspond with the correct paperwork to ensure accurate stocks/records are held and customer deliveries are despatched on a right first-time basis. A key element of this role will be following works order instructions carefully and correctly in order to prepare outgoing goods for transport.

### Job Description

- Stores
  - Receiving and counting in deliveries, before identifying/labelling them and putting them away in the correct locations.
  - Accurate picking of orders to be dispatched daily.
  - Unloading/loading lorries/vehicles using counterbalance forklift truck.
  - Processing customer returns accurately.
  - Monitoring of packaging stock levels with the stock controller
  - Final assembly and touch up of Wheels and Parts as necessary ready for despatch
  - Following works order instructions – correctly stack wheels using the overhead crane, accurately recording information to allow other teams to organise transport for collections.
  - Daily use of machinery including FLT, reach truck, order picker and electric pedestrian truck. Training will be given as necessary.
  - Picking rims and discs from racking areas for production, using machinery.
- Stock Control
  - Ensuring stock is accurately located and tracked through the building.
  - Maintain robust stock control systems to ensure all stock is accounted for.
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### Qualifications and Skills Required

- Accuracy and attention to detail.
- Organisational skills
- Good communication skills
- Forklift licence essential
  - Reach truck, order picker, electric pedestrian truck licenses preferred
- Previous experience working in stores environment desirable
- Agricultural knowledge desirable but not essential