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| **JOB DETAILS** |
| **Job Title:** | Goods inwards and Stores Operative |
| **Department:** | Stores |
| **Location:** | BRUSH Transformers Loughborough |
| **Report To:** | Warehouse & Dispatch Supervisor |
| **Date:** | 27.08.2025 |
| **JOB SUMMARY** |
| Main duties include Offloading / loading vehicles and reporting/recording any damages including taking photographs. Keeping warehouse safe and tidy state. Using Forklift Trucks and overhead cranes. Compiling contractual fabrication parts for shop floor reporting of any damage. Distribution of parts around the site as required. Opening parcels & deliveries when they arrive. Check physical parts against delivery note. Spot check large quantity parts. Book in using ERP system (Visibility). Inputting new locations as required and putting parts away in stores as required |
| **KEY RESPONSIBILITIES** |
| * Offloading / loading of vehicles as required using forklift trucks and overhead cranes.
* Opening fabrication cases / pallets and unwrapping parts and assembling on plastic pallets.
* Taking parts as requested into production-related areas.
* Booking in parts and scanning delivery notes after booking.
* Supporting & delivering parts to the shop & service department.
* Raising Near misses and Safety Improvement opportunities and ensuring health and safety remains a focus for all activities.
* Always Maintaining good standards of hygiene and housekeeping around all store’s areas.
* Working as part of the Stores team and carrying out other general stores’ duties as and when required, including stock take activities.
* All employees have a legal duty to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work and to observe and follow the relevant systems, rules, and methods of working.
* Ensure all data protection activities of personal and special category data pertaining to current employees, customers, and all other external stakeholders, are done in line with the company’s data Protection Policy.
* The job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably be required of you by the Company.
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| **KEY PERFORMANCE INDICATORS** |
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| **COMMUNICATION & WORKING RELATIONSHIPS** |
| **Internal** | **External** |
| * Warehouse & Dispatch Supervisor
* Stores Team
* Procurement Team
* Production Teams Leaders
* Operations Manager
* Service Team
 | * Delivery / Collection Drivers
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| **PERSON SPECIFICATION** |
| **Qualifications*** FLT counterbalance license. Experience of WMS.

**Skills** * Possess attention to detail, IT skills, Warehouse processes.

**Experience*** Relevant experience of working in a production / manufacturing warehouse / stores.
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| **PREPARED BY** |
| Title: | Warehouse & Dispatch Supervisor |
| Name: | Darren Lane |
| Date: | 27/08/2025 |
| **APPROVED BY** |
| Title: |  |
| Name: |  |
| Date: |  |