

Gentex Europe Job Description

Job Title: Stores & Despatch Operator	Approved by:	Date: 02.05.19
Department: Purchasing, Stores & Despatch	Reports to: Purchasing Manager	Revision no: 3
Job Status: Full-time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temp <input type="checkbox"/>		
Location: Letchworth <input type="checkbox"/> Stranraer <input checked="" type="checkbox"/> Home Based <input type="checkbox"/>		
Purpose/Objective:		
Facilitate between Purchasing, Stores, Production and Customer Support for effective receipt, storage and issue of materials, and packaging, shipment of Finished Goods.		
Key duties/responsibilities	Person Specification	

<ol style="list-style-type: none"> 1. Receive materials into the site. 2. Check the number, condition and identity of delivered items. 3. Book materials into the stock control system and pass the GRN to the QA Department for inspection. 4. Store inspected/passed materials in the designated stores area as dictated by the storage conditions and H&S rules. 5. Issue materials for production to the relevant production areas. 6. Record all transactions on the stock control system. 7. Carry out all duties in accordance within Company rules H&S guidelines and legal requirements. 8. Receive product from Production and store in correct areas 9. Identify stock that can be used on orders by means of checking picking lists or separate information passed on from the Customer Support Office. 10. Ensure that shipments are packed up in a secure method and relevant shipping paperwork is prepared via the business system/carriers system or advised by customer support office 11. Receive/store customer returns in correct areas. 12. Modify stock helmets as instructed by production/customer support. 13. Store/shipment of exhibition goods. 14. Liaise with internal departments. 15. Interact with carriers on pick up of orders. 16. Ensure that stores and despatch areas are tidy at all times and goods are stored in correct bays/areas. 17. Inventory stock control 18. Operate a FIFO system for all materials. 19. Monitor and report on stock levels. 20. Carry out perpetual stock checks and stocktaking as per company guidelines. 21. Operate Forklift Truck and carry out daily inspection check as per checklist. 	<p>Reliable</p> <p>Able to use own initiative/ common sense</p> <p>Trustworthy</p>
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Skills and Abilities	Qualifications/Experience
Good communication and organizational skills	Experience in Computers, good numerical and writing skills. Driving License.
	<p style="text-align: center;">Any other duties</p> <p>Additional duties may be required to be carried out as prescribed by business demand but to include - key holder responsibility for despatch area. Despatch must be left in a secure manner.</p>

Competencies	Expected level for the	Current level	Gap	Comments	Key
Work on own initiative	4				0 Not Required
Communication Skills	4				1 Training necessary
Strong Organisation Skills	4				2 In training
IT Literate	3				3 Qual with s/vision
					4 Fully qualified
					5 Able to train others

Travel: **Generally, travel not req** **Limited travel req** **Regular travel req**

Career Progression and Training and Development:

Ongoing opportunities within the organization will be reviewed and additional training given as and when needed.

Please note that the position description is not a full and detailed description of a position. It will only cover approximately 80% of the tasks.

I hereby confirm that I have read and understood the Job Description and will fulfil my duties and responsibilities in an efficient manner.

Full Name of Employee

Date and Signature of Employee

Date and Signature of Line Manager