

Job Reference: EP/0010/2020
Job Title: Stores Manager
Reports to: Operations Manager
Start Date: ASAP

Hanover Displays Limited is a worldwide, leading manufacturer of passenger information systems for the public transport industry. All design and development, and the majority of production, is carried out at our head office in Lewes, East Sussex.

We are proud to have a friendly open environment in our Stores Team and are looking for a talented professional to join us at an exciting time of growth and technological & organisational change.

A competitive salary package is available, including contributory pension scheme, private medical insurance and a minimum of 22 days holiday per annum. We offer a long service scheme with your holiday increasing to a maximum of 27 days per annum.

Key Objectives	<ul style="list-style-type: none"> • The Stores Manager will be involved with planning, coordination and control of material movement and transactions. Ensuring material movements through the stores & goods inwards are processed accurately. • The Stores Manager is an expert in the regular use of the business stock control system, controlling stock levels and requirements of the ERP system. • Communicating effectively with purchasing, production planning and production management.
Requirements	<ul style="list-style-type: none"> • Overseeing stores and goods inwards department, working with Microsoft Dynamics (ERP system) and production schedules, ensuring all processes within material control confirm to the quality management system. • Communication with different departments e.g. sales, material control, managers, QA and HR. • Working with managers to implement the company's policies and goals • Ensuring that health and safety guidelines are followed and a high level of housekeeping is maintained • Supervising and motivating a team of workers to ensure staff maximise their potential, this may involve a hands-on style of working at times • Reviewing the performance of staff by contributing to staff appraisals, disciplinary processes and recruitment • To lead and drive the accuracy of stock, coordinating the perpetual stock take and annual submitting of stock reports • Identify training needs and complete induction of new employees when required •
Skills Required	<ul style="list-style-type: none"> • Sound knowledge of Microsoft Dynamics (AX) • Good leadership skills • Good organization skills

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	<ul style="list-style-type: none"> • Computer literate (MS-Word, Dynamics an advantage) • Knowledge of engineering, manufacturing and PCB / SMT terminology • Maintaining and updating records on system • Enthusiastic, with an ability to use own initiative • Good working knowledge of company systems and policies • A thorough awareness of any safety issues
Tasks and Duties	<ul style="list-style-type: none"> • Responsible for 10+ operators • Material handling within the stores and Goods In departments • Organise the attendance of operators • Ensure the production targets are met • Ensure that all customer requirements are met • Assist with appraisals of operators • Keep to the safety regulations and ensure that ESD precautions are observed • To lead and support the environmental requirements within the department • Update the system data according to real-time • Participate in QMS /ISO and regular maintenance of such

Contact Information: Email us with your CV including details of your qualifications, experience and availability at recruitment@hanoverdisplays.com