

Job Reference: EP/0009/2020
Job Title: Stores Operator
Reports to: Stores 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"> To complete general warehousing tasks, kitting orders, locating stock, stock checking and system transactions to the required levels of accuracy and efficiency, whilst ensuring all housekeeping requirements and safety guidelines are adhered to.
Requirements	<ul style="list-style-type: none"> To be well organized and to ensure goods are accurately kitted counted and located in a timely, tidy and methodical manner. To be able to work in a team as well as being self-motivated. The ability to adopt a flexible approach to the work environment. Excellent standards of communication. To communicate courteously and clearly with all staff, customers, vendors etc. To have an enthusiastic and positive approach to tasks and setbacks. To follow all company policies & procedures: quality, environment, H&S, staff handbook. .
Essential Skills	<ul style="list-style-type: none"> To be able to lift (up to 25kg) and move goods around the premises regularly; Be organised and reliable Have good attention to detail Computer literate with good keyboard skills Understanding of relevant procedures and part numbers Good communication skills Experience of working in a stores/GI environment Enthusiastic and able to use own initiative Knowledge of company systems and policies To provide flexibility when required To maintain a thorough awareness of any safety issues To be able to identify the various types of components and materials used within the company To be numerate, good with figures and long alpha-numeric part numbers.

	<ul style="list-style-type: none"> • To operate with a high level of accuracy • To carry out stock control checks and to count and record stock figures • To complete stock control transaction within the MRP system
Tasks and Duties	<ul style="list-style-type: none"> • Ensure critical quality requirements are maintained • To report incorrect deliveries and segregate quarantined stock. • To accurately enter records and details onto the business system • Assist in other areas of production as instructed according to the needs of the business • Keep a good, tidy organization of work place • To develop productive working relationships with colleagues • To be able to deal effectively and efficiently with queries • Contribute to company team work policy and ethos • Flexible approach to daily duties and training • To ensure equipment supplied is looked after and used responsibly • To have a good work ethic and positive approach to all tasks • To attend and contribute to improvement meetings as required • When required, operate materials handling equipment such as pallet trucks following health and safety procedure at all times. • Safe use of forklift trucks (official training and certification required) • To follow the Health & Safety guidelines as detailed in the Staff Handbook • Ensure work areas are kept safe and hazard free and report any observed or known safety hazards, conditions or unsafe practices and procedures to management immediately.

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