

Job Title:	Stores Assistant
Department:	Engineering & Manufacturing

ROLE TITLE: Stores Assistant

Reports to: Stores Manager

Direct reports including contractors: None

Budget: None

Key relationships: Logistics, Manufacturing, Finance, Procurement & QHS&E

ROLE PURPOSE: To be the person responsible for storing, moving and issuing materials, small tools and consumables around the NCC HQ. The role will include physical labour, the operation of fork lift trucks and overhead cranes, and the use of computer systems to record stock transactions.

MAIN ACTIVITIES: This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

- **GOODS-IN:** Unload and receipt goods as they arrive at NCC HQ. Coordinate fork lift truck movements where needed, and stow goods away according the relevant processes. Work with the levels of traceability and control required to maintain ISO 9001 certification, and comply with all health and safety requirements. Support the Logistics Manager with courier services, this may be the provision of resource to drive the van as cover for dedicated logistics staff, or the dispatch of NCC-HQ items in support of a logistics activity.
- **STOCK CONTROL:** Record and replenish stock at the NCC. This will require the use of systems that interface with the rest of the business such as WinMan.
- **DISPATCH:** Pack and load goods that are leaving the NCC, using a fork lift truck or crane if required. Work with the levels of traceability and control required to maintain ISO 9001 certification, and comply with all health and safety requirements.
- **LOGISTICS:** Support the Logistics Manager with courier services if required (holiday or sickness cover), this may be the provision of resource to drive the van as cover for dedicated logistics staff.
- **LIFTING & HANDLING:** issue and record the use of all lifting and handling equipment used at the NCC, this includes lifting devices such as eyes, slings and chains, the cranes, fork lift trucks, pallet trucks and MEWPs.
- **5S:** Support weekly 5S activities at NCC HQ.

KEY BEHAVIOURS:

- Openly share information to facilitate the accomplishment of broader objectives.

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- Support others in the stores team, and in doing so help to develop others such as the Stores Assistant.
- Review and report on safe working practices; highlight potential risks and hazards and work with others to improve safe working practices.
- Recognise and highlight the need for risk/COSHH assessments. Assist with their creation and follow-up on actions.
- Contribute to root cause analysis and non-conformance investigations/reports. Suggest future improvement to minimise risk of repeat issues.

PERSON SPECIFICATION

Essential	Desirable
<u>Qualifications/Experience</u> ■ experience with stores and logistics ■ Qualified fork lift and crane operator	<u>Qualifications/Experience</u> ■ Preferable experience working in an aerospace manufacturing environment
<u>Behavioural Competencies</u> ■ Competently address problems involving low uncertainty, and non-routine technical and non-technical factors ■ Able to earn the trust and confidence of colleagues through the competent and timely completion of tasks ■ Actively manages customer expectations, communicates openly and honestly	<u>Behavioural Competencies</u> ■ Friendly, customer-focused attitude