

Logistics Assistant

How does a 3-day weekend sound?

You'll get Fridays off with a standard working pattern of Monday-Thursday 07:30-17:30. So it's perfect if you're an early riser and like a longer weekend.

You probably want to know what's involved...

If you've worked in a Stores role before, you'll know what you need to do. From receiving of deliveries to picking and counting stock, you'll assist in the smooth running of the Goods-In and Stores department. Your packaging know-how will come in handy to make sure our high-end equipment can be transported and delivered safely and amongst other tasks you'll also complete works orders to book already built items into stock.

You'll be working at our Maidenhead site Monday-Thursday with the occasional van runs to our office in Uckfield, East Sussex so you'll need to hold a valid driving licence. You'll be joining a team of four across both sites, in a company of 56, so you'll have the small team feel in a larger group environment where you'll have plenty of help if you need it.

You might like to know that the products you'll be picking, packaging and working with make their way to top research institutes all over the world. They allow researchers to gain a better understanding of the nervous system and neurological diseases such as Alzheimer's, Parkinson's and Epilepsy.

By the way, if you're wondering about qualifications, you don't need any. Your attitude and experience in a stores environment are more important to us than a degree, so if you tick the boxes in the first paragraphs, you bet we want to hear from you.

The contractual job description is below, and if you've got questions just pop an email over to Steph at people.services@scientifica.uk.com.

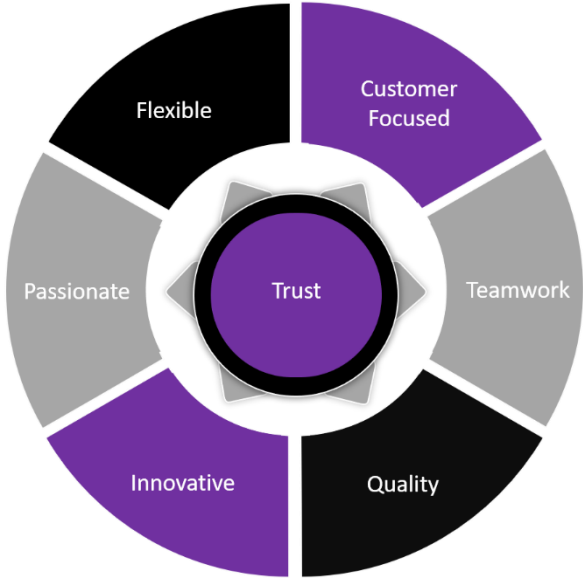
Everyone will get a response and just so you know, the post will close on Monday 12th September at 12pm but we might have to close it early if we receive a high volume of applications so you'll want to get in quickly, just in case.

What's the process?

- Initial screening begins on 12th September
- First and only interviews take place week shortly after at a time that is convenient for us both

JOB PROFILE: Logistics Assistant

INCUMBENT'S NAME	
JOB TITLE	Logistics Assistant
BUSINESS UNIT	Operations
LOCATION	Maidenhead (with travel to Uckfield when required)
REPORTS TO	Materials Manager
OBJECTIVES / PURPOSE OF JOB	To assist with the smooth running of the Goods In & Stores departments ensuring timely transactions and accurate stock holding.
KEY ACTIVITIES / RESPONSIBILITIES	<ul style="list-style-type: none"> • Receiving deliveries, checking for accuracy & quality and booking into stock inline with the company policy. • Picking stock for customer orders as well as internal requirements and transacting on the company MRP system. • Completing works orders to book built items into stock. • Work closely with Planning & Production to ensure the schedule is adhered to. • Ensure all stock transactions are carried out in a timely fashion to maximise stock accuracy. • Packing customer orders for Export shipping, ensuring they have the best chance of arriving safely. • Final check of goods being collected ensuring the correct number of boxes and all related paperwork is present. • To advise the operations team & sales admin of stock issues you become aware of that will result in late delivery of customer orders. • Carry out weekly P.I. stock counts. • Occasional van runs between the companies 2 UK sites as well as other driving duties when required. • General housekeeping of the Stores area ensuring a clean & safe working environment is maintained. • To ensure all tasks are carried out in line with Health & Safety procedures • Always adhere to Scientifica's Safe Driving policy

	<ul style="list-style-type: none"> Honour our company values 
KEY PERFORMANCE INDICATORS	Based on ongoing performance objectives
KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> Planning Production Purchasing Sales <p>External:</p> <ul style="list-style-type: none"> Couriers

CANDIDATE PROFILE:

QUALIFICATIONS / TRAINING	Full, Clean, UK Driving Licence required.
EXPERIENCE REQUIRED	<ul style="list-style-type: none"> Experience of working in a Stores role Experience with Sage or similar MRP system Experience of International Shipping would be an advantage but not essential
COMPETENCIES	<ul style="list-style-type: none"> Ability to manual handle and lift heavy loads Good communication skills

- IT literate
- Team player

EMPLOYEE’S ACCEPTANCE

I, [Employee name], agree to accept the Job Description is a guide only and will be periodically reviewed due to the evolving nature of the business. I understand I will be required to take on other tasks and responsibilities from time to time depending on the business needs for this role.

Signed Date