JOB PROFILE: Stores & Shipping Assistant

INCUMBENT'S NAME	
JOB TITLE	Stores & Shipping Assistant
BUSINESS UNIT	Operations
LOCATION	Maidenhead (with travel to Uckfield when required)
REPORTS TO	Materials Manager
OBJECTIVES / PURPOSE OF JOB	To ensure safe delivery of customers' orders To assist stores and dispatch teams at both sites
KEY ACTIVITIES / RESPONSIBILITIES	- 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. - 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. - Dispatching orders to the end customer ensuring the required export documents are present and correct. - Ensure orders that are ready are shipped in a timely manner and on time to the promised date. - Liaising with selected carriers to arrange shipment. - 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 that will result in late delivery of customer orders. - Carry out weekly P.I. 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 - Any other task that may be required to assist the daily functions of the business, this may include providing cover at Scientifica's Uckfield site.

	Act in line with our company values:
KEY PERFORMANCE INDICATORS	Based on annual performance objectives
KEY RELATIONSHIPS	Internal: • Operations • Purchasing • Sales
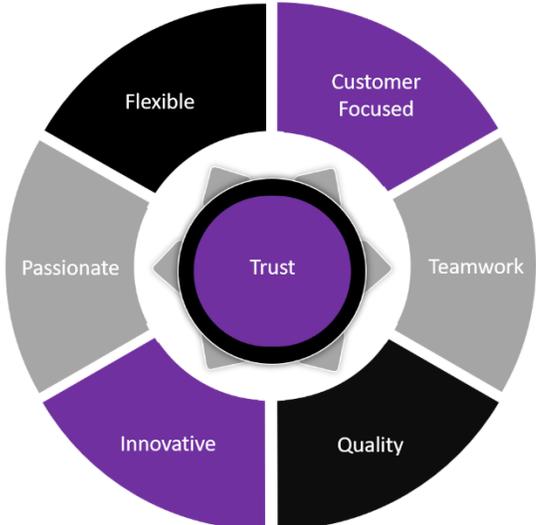
CANDIDATE PROFILE:

QUALIFICATIONS / TRAINING	Full, Clean, UK Driving Licence required.
EXPERIENCE REQUIRED *(e.g. academia/industry, type of company, what level / types of roles etc.)*	• Experience of International Shipping would be an advantage • Experience of working in a Stores role • Experience with Sage or similar MRP system
COMPETENCIES *(knowledge, skills and attributes – including language requirements, ability to travel etc.)*	• Physically fit due to heavy lifting involved • 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 ………………………………………………….