



## Bonded Storeman

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| <b>Reports to:</b> Stores and Operations Supervisor | <b>Abbreviation:</b>          |
| <b>Division/Department:</b> Stores                  | <b>Deputised by:</b>          |
| <b>Location:</b> Woodside                           | <b>Version/Date:</b> v2 MAR26 |

### JOB PURPOSE

Reporting directly to the Stores and Operations Supervisor this role will involve assisting with the day to day running of goods in and fixture stores. Providing a proactive and efficient service to booking in and out of parts from subcontractors, consumables, and tool fixtures. Checking that the goods received are in line with order requirements.

### MAIN RESPONSIBILITIES AND DUTIES

- Goods in & Dispatch
- Material goods in and releasing to shop using computer system.
- Stock control & paperwork appraisal.
- Material cut to works requirement.
- Fixture & Jig stores control.
- Loading and unloading vehicles (Fork lift license)
- Stock auditing.
- Manual material handling. Book in and check against order requirements all materials, consumables and returning parts from outsourced subcontracting
- Receive and inspect a wide range of materials in line with specifications
- Ensuring correct handling and storage conditions are maintained in line with regulation standards
- Book out fixtures and assign with job cards and raw material before loading to CNC Machine tools
- Book fixtures back into stores and place back in their assigned location after operators have completed work
- Performing inventory control, paying particular attention to organisation and those locations of fixtures are logged correctly
- Ensure material is correct to size, grade, release and specification prior to booking in
- Assist in moving pallets of material and tooling to and from stores to the machine shop
- To assist in monitoring the coolant management and briquetting machines
- Keeping a clean and tidy working environment while optimising space utilisation
- Cutting bar and billet to required sizing if required
- Ensure deliveries and collections are met and supervised
- Ensure the working areas are clean and organised
- Driving of forklift as required

- Overtime working if and when required
- Perform any other duties within your capabilities as directed by senior management

### **QUALIFICATIONS PREREQUISITES**

- Demonstrable experience in a similar role
- Conversant in aerospace documentation (desirable)
- Computer literate with experience in ERP software and Microsoft Office
- Good written and oral communication skills
- Full UK Driving License.
- Forklift license (desirable)