



INFLITE ENGINEERING

Job Title: Stores Person

Department: Stores

Hours: Monday to Friday

Reports To: Manufacturing Supervisor

Location: H6, Stansted

Job Purpose:

The Store Person, reporting directly to the Manufacturing Supervisor, is responsible for assisting with the day-to-day operations of material and tool stores. This includes booking in and out raw materials, consumables, and fixtures, checking goods received against order requirements, and maintaining proper storage conditions.

Main Responsibilities and Duties:

- Stores Operations:** Assist with the daily running of the Stores department.
- Material Handling:** Book in and check raw materials, consumables, and returning parts from subcontracting against order requirements.
- Inspection:** Receive and inspect raw materials in line with specifications, ensuring correct handling and storage conditions.
- Fixture Management:** Book out fixtures, assign them with job cards and raw materials, and ensure their return and correct storage after use.
- Inventory Control:** Perform inventory control, ensuring proper organization and accurate logging of material locations.
- Material Verification:** Ensure all materials are correct in size, grade, grain flow, release, and specification before booking in.
- Material Movement:** Assist in moving pallets of material and tooling to and from stores and the machine shop.
- Coolant and Briquetting:** Monitor and assist with coolant management and the operation of briquetting machines.
- Workspace Maintenance:** Maintain a clean, tidy, and space-efficient working environment.
- Material Cutting:** Cut bar and billet to required sizes.
- Delivery Management:** Ensure deliveries and collections are met and supervised.
- Training:** Help train and develop new staff in IT systems and store functions.
- Tooling Management:** Oversee consumable tooling and stock, raise requisitions for procurement, and ensure smooth running of tool stores and vending services.
- Tool Issue:** Issue tooling for specific requirements, working closely with operators, shop floor management, engineering, and suppliers to provide the best tools for the job.
- Stock Recording:** Record transactions on the stock recording system for issuing regrind/new tooling.
- Material Receipt:** Assist with receiving material deliveries, ensuring items and quantities match purchase orders, and report discrepancies or quality concerns.
- Support Tasks:** Assist with coolant top-ups, swarf recycling, wrapping, and packing goods for sale.
- Forklift Operation:** Operate a forklift as required.
- Overtime:** Be available for overtime work when required.
- Other Duties:** Perform any other duties within your capabilities as directed by senior management.

Skills and Experience Required:

- Relevant Experience:** Demonstrable experience in a similar role.
- Testing & Inspection:** Experience with conductivity testing and visual inspection.
- Aerospace Documentation:** Familiarity with aerospace documentation.



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- Computer Skills:** Computer literate with experience in ERP software and Microsoft Office.
- Communication Skills:** Good written and oral communication skills.
- Licenses:** Full UK Driving License and Forklift License.
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I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager.

Signed:

Print Name:

Date:

Manager

Date: