



## INFLITE THE JET CENTRE

**Job Title:** Junior Stores Person  
**Department:** Stores  
**Hours:** 0800 to 1630 Monday to Friday  
**Reports To:** Materials Manager  
**Location:** Stansted, H1

---

### Job Purpose:

Reporting directly to the Material Manager this role will involve assisting with the day to day running of a busy Stores department to provide a proactive and efficient service. The role will require a flexible approach and the ability to multi task is essential.

---

### Main Responsibilities and Duties:

- Assist with the day to day running of the Stores department.
  - Issuing tooling, consumable and rotatable aircraft parts to engineers.
  - Ensuring correct material handling and storage conditions are maintained in line with regulation standards.
  - Performing inventory control, paying particular attention to shelf-life items and tooling due for calibration
  - Creating documentation and maintaining logs and archive.
  - The control and disposal of waste products in line with company and environmental regulations.
  - Keeping a clean and tidy working environment while optimising space utilisation.
  - Ensuring the best level of service is offered and maintained for both internal and external customers.
  - Driving of company vehicles.
  - Out of hours working if required.
  - Perform any other duties within your capabilities as directed by the Company.
- 

### Skills/Experience

#### Essential

- Computer literate with experience in ERP software and Microsoft Office.
- Excellent written and oral communication skills.
- Full Clean UK Driving License.

#### Desirable

- Current counterbalance license.
  - Demonstrable experience in a similar role in a stores/warehouse environment.
-