

# Job Description

Job Title	Store Person
Department	Insulation
Location	Bathgate Office
Reporting to	Insulation Supervisor
Line Manager to	N/A
Key Relationships	All Departments, including all Administrators, trades, customers, and clients. Site Managers, Contract Managers, Directors, PA to Directors, HR.

*The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.*

*You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.*

*This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.*

## Overview of role:

We are looking for a Store Person to join our team in Bathgate, Scotland, you will be responsible for providing an efficient service ensuring that stock levels are maintained and remain accurate and that parts are available quickly but in the most cost-effective way.

## Main Duties and Responsibilities:

- To ensure that parts are purchased at best available prices
- To issue required stock to technicians on request and in a timely manner
- Ensure the return of parts/ items that are not required
- Liaise with suppliers regarding delivery dates of ordered parts
- Regular checks on non-impress stock to ensure levels are not running too low
- Keep stores in a good state of order and cleanliness at all time
- To ensure that sufficient levels of PPE are available in the Stores and ensure outgoing PPE is logged to the right person
- Carry out monthly rolling stock checks
- Create order numbers for parts ordered in the system
- To collect parts locally when required
- Booking in of received goods
- Receipt inspection
- Stock control
- Procurement of indirect items
- Kitting of parts for production
- Issuing of parts on a daily basis

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## The Individual

- Someone who is experienced within a similar role in a workshop environment
- Parts supply chain experience and understanding of available suppliers
- Experience of stores operations and procedures
- Experience of Procurement tools and techniques
- Enthusiasm and a positive attitude to work is essential
- Fork Lift truck driving certificate (desirable)
- Experience of Microsoft Office (Outlook, Excel and Word)

## Additional Requirements:

- Enhanced Disclosure Check
- Full Clean Driving License

## What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- Company van and fuel card for business use
- 29 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy/sell holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.