



	Outline Post Description
Job title	Stores FLT Driver – Material Control Department
Effective date	Feb 2021

Principal purpose of the role:

- Assemble factory orders
- Locate/replenish stock in bulk/picking areas as per instruction
- Load/unload orders onto/from designated trailers

Main accountabilities:

- 1 Carry out pre-shift inspections of Gas/Electric/Power Wheels, complete relevant paperwork & report any defects found to the shift supervisor
- 2 Accurately pick stock from pick lists using forklift truck ensuring that there are no damages. Recording of lot numbers, quantities onto picklists.
- 3 Record any damages on the correct paperwork or using scanning system.
- 5 Relocate stock to advised locations using the correct paperwork
- 6 Unload vehicles from supplier ensuring that products & quantities are correct & free from damages. Damaged pallets are returned to the supplier.
- 7 Carry out cycle counts, collect samples & aid with annual stock count
- 8 Promote a clean as you go attitude & comply with good manufacturing practice
- 9 Maintain a safe working environment
- 10 Any other tasks instructed by the supervisors/manager

Job Holder

Donna Allan

Line Manager

Mike McDonald



FLT Driver – Material Control Department Outline Person Specification

Key Characteristics:

Knowledge and experience of working in a stores environment.

Excellent numerical and literacy skills.

Good attention to detail

Ability to manage and prioritise workload and work under pressure.

Fork lift licence advantageous but training will be given if required to correct candidate

Role involves bending & lifting.

Must have an excellent level of flexibility and attitude towards company requirements.

Remuneration

Grade 5

Location

Fochabers