

Job Title	Senior Stores Manager	Version 03
Work Location	TRANSCAL Engineering	
Reports To (Line Manager)	Procurement Manager	

Your main purpose is	<p>To manage stores processes including Goods-In, Raw Material Warehousing, Sub-contract transfers out, accurate recording of stores issues, assisting material tracking in finished product and Yard / Waste control.</p> <p>Effective inventory management, warehousing, and material replenishment processes consistent with agreed processes.</p>
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Key Responsibilities and Duties	
SAFETY	<ul style="list-style-type: none"> Safety must always be a prime consideration and you are required to ensure that the safety of people, the environment and our products are never compromised You have a responsibility under the Health & Safety at Work Act 1974 to take reasonable care of yourself and other persons that may be affected by your acts or omissions at work, secure the health, safety, and welfare of your colleagues at work and protect, so far as is reasonably practicable, all others against risks to their health or safety arising from your work activities and those of their staff and ensure that your duties are discharged adequately. The responsibility to achieve the duty cannot be delegated. The tasks required to discharge them can be delegated; assistance and support can be obtained; but the responsibility remains with you
DIMENSIONS	<ul style="list-style-type: none"> Able to demonstrate and do all roles you would be fully responsible for Operate and be responsible for stores area on an orderly, accessible, and safe basis Work with procurement team to ensure inventories of generic parts and materials are adequate at all times Responsible for the cost control of stocks and leading and participating in initiatives to eliminate waste and financial over-provision of stock Participate in the establishment of and ensuring adherence and able to demonstrate sound protocols / inventory management processes for accurate perpetual stock records including process for regular test counts and follow up of discrepancies to allow correction of systems or proper application of process where required Assisting management to identify slow moving and stocks at risk of obsolescence Working with quality control team to ensure materials inwards are checked prior to booking in and adequate quarantine procedures are applied for failed goods / making appropriate arrangements for returns Covering the area to book in parts as required, Kitting and Works Orders Maintain adequate security procedures for valuable and at-risk stocks To supervise waste disposal process on site, including maintaining all documentation required for environmentally sound disposal Making sure storage of any dangerous substances / materials is compliant with appropriate supplier guidance, or guidance offered by the company's health and safety staff / senior management Ensure all stores staff are suitably trained and compliant with health and safety guidance within the factory Ensure the stores team comply with all cyber security protocols, Defence Sector customer security requirements and customer / supplier non-disclosure / confidentiality requirements Ensure booking in and issues process is compliant with business traceability requirements Management and development of the stores team including recruitment, disciplinary and training Offering stores team leadership with clear standard setting and compliance with best practice across the stores team Ability to work with other disciplines across the factory floor Ability to participate with the senior management team in effective management of all stock related matters Any other tasks requested by the line manager that is not covered on the above

Qualifications

- Completion of Secondary Education
- Valid Counterbalance Forklift Truck licence

Previous experience

ESSENTIAL

- Minimum 1-3 years' experience in a similar role and in a similar metal working, engineering sector
- Experience of working with MRP / ERP systems in a hands-on, leadership role
- Understanding of an Engineering of Manufacturing environment
- Ability to understand BoM's and Kitting lists

DESIRABLE

- Experience of working within the guidelines of, EN 15085-2, ISO 2834, ISO 14001, 45001 (18001)
- Experience of Defence (AQAP's, Mil Std's), Rail (RIS), and Automotive (IATF), standards

Name of incumbent	
Signed	
Date	

This is an outline description of the key responsibilities and accountabilities involved in the job. This is not an exhaustive list, and the post-holder might be expected to undertake other duties across the wider directorate, commensurate within the level of responsibility of this post, for which the post holder has the necessary experience or training. This job description may change and develop over time and reflect the changing needs of TRANSCAL Engineering.