**Job Advert – Stores Person**

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| DVR Ltd is a leading Subcontract Electronics Manufacturing Company servicing all sectors of the electronics market. With advanced technology systems and a committed, professional team we pride ourselves on giving a full ‘end-to-end’ solution that exceeds our clients’ expectations.  We are now looking for an additional team member to work as a Stores Person |
| Key Responsibilities  * Assist with goods receiving, safe storage and issuing of materials to end users. * Kitting of materials to jobs for use on the production floor using batch control and FIFO inventory management methods. * Operating Kanban system for high volume production. * General warehouse duties including good housekeeping and adherence to health and safety standards * Cover for the Stores Lead in times of absence |
| Qualifications, Skills and Education Requirements  * A forklift licence would be an advantage but is not essential * Attention to detail and the ability to accurately complete documentation and records * Good team working skills * A flexible approach in the workplace with a background in working in a stores/warehouse environment and / or a manufacturing company. * Awareness of good customer service skills would be an advantage, together with effective communication * Some experience of working in a manufacturing environment is an advantage. * ESD and MSL awareness and understanding is an advantage. |
| Additional Notes The successful candidate will be part of a small team of 4 who work together to provide a full time and complete Stores cover to the business. This is a full-time role.  Working hours are 40 hours per week made up as follows: 7.30am – 4.00pm (Monday to Thursday) and 7.30am – 1.30pm (Friday) |

**To apply please submit your CV by email to Laura Shattock at** [**laura@dvr-ltd.co.uk**](mailto:laura@dvr-ltd.co.uk) **or call 01268 530032 for further information.**