

## Stores Coordinator/Assistant/Administrator

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Company: D R Newitt

Location: United Kingdom

Category: transportation-and-material-moving

### Job Description

Do you want to work for a business who pride themselves in being worldwide leaders in their respective market?

My client are the world's largest and finest quality spinner of cashmere yarn. With an incredible family culture, they are incredibly welcoming. With their flat hierarchal system, you will always have a say and your opinions will matter regardless of rank.

With further significant investments having been made recently, they have the latest technology to enhance the performance, productivity, and consistency of the natural fibres.

This in turn has propelled the business to even higher heights and they are now needing key members of staff to help drive the business forward.

Title: Stores Coordinator/ Assistant / Administrator

Salary: £25-30K

Shift: Monday to Thursday (7am to 3pm) & Friday (6am to 1pm)

Location: Perth and Kinross, Scotland

Key detail: In addition to the compensation, the culture at this company is what sets it apart from other competitors in the market. With the management being very much founded on the idea of looking after staff, this is an incredible opportunity to not only progress your career but also join a tight knit team.

Role Overview:

- This is an important role in our engineering & maintenance team. The post holder must understand consequences in relation to production if spares parts and commodities are not

in stock. The person must therefore be proactive and methodical.

- The person must possess the ability to communicate clearly with Engineers, Supervisors and Managers in all departments at all levels both internal and external.
- Completion of contractual paperwork in a timely manner and annual stock taking.
- Procure items at the most competitive price possible.

Role Responsibility:

- Monitor current stock levels and decide if more should be ordered with guidance from the computerised stock control system.
- Organize and maintain existing inventory so it is easily and safely accessible.
- Source the least expensive spares/commodities and to keep an accurate record of spending.
- Record and monitor distribution of parts to individual Departments
- Keep a record of Departmental spend.
- Record deliveries, ensuring they are not damaged and that ordered items are present and accounted for
- Ensuring safety and security of the stock
- Generate, distribute, monitor, and record engineering requests.

Qualifications and Experience:

- Previous experience of managing stores. (Engineering stores will be an advantage).
- Demonstrating maturity in working with multi-discipline trade groups.
- Any specialist knowledge relevant to the engineering, production and health & safety would be an advantage.
- CAD knowledge would be advantage but not necessary.

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