

Job Opportunity

Stores Operative

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| Purpose of job | Support ATLAS ELEKTRONIK UK (AEUK) Infrastructure team to deliver its work programmes by providing an effective Stores service |
| Reporting relationships | Stores Supervisor |
| Location | Dorset Innovation Park, Winfrith |
| Employment status | Contract At Atlas Elektronik UK, we support our staff to create work-life balance and encourage applications from individuals who are looking for part time or condensed hours as well as full time opportunities. |

Outline of knowledge, skills and personal qualities required across the range of roles and examples of the types of application shown below. Training and development relating to the specific job role will be provided.

Key accountabilities may include

- Accurate and timely receipt, inspection and logging of goods received by the business
- Accurate and timely picking of kits and updating of stores inventory systems and databases
- Ability to accurately measure, cut and prepare stock prior to issue.
- Forklift activities; unloading and loading vehicles and movement of equipment around the Compound
- Deal with first line enquiries for Atlas Elektronik UK staff for support services via Top Desk
- Maintain accurate and up to date manual and database records and log books to a standard required by auditors and in compliance with company Policies Processes & Procedures
- Maintaining a clean and tidy stores and yard area

Knowledge, skills and experience

- Previous stores experience essential
- Competent in the use of Stores Inventory systems & databases
- Experienced in stores goods in receipting and inspection
- Fork Lift Truck operation and licence (preferred)
- Experience in the field of Manual and Mechanical Handling
- Competent in the use of Microsoft packages as required by the job role
- Knowledge of the Waste Disposal Regulations and Standards (training to be provided)

More information

The successful candidate must be able to achieve full SC (Security Clearance).

How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to Recruitment@uk.atlas-elektronik.com by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

... a sound decision