**Job Title:** Store Inspector

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| **Role Purpose (position scope)** |
| The Store Inspector will assist his/her colleagues in daily Stores activities and tasks in order to meet the needs of the business. The Store Inspector will report directly to the Stores & Logistics Manager and Senior Base Engineer. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** |
| Stores & Logistics Manager | Senior Base Engineer | N/A |

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| **Key Responsibilities** |
| * Safety first. Operate at Draken Europe in accordance with the SHE Technical standards. Identify where the SHE Technical Standards are applicable to appointed operations/tasks and apply safe systems of work identified. * Apply countermeasures identified in applicable risk assessment to appointed operations/tasks. * Ensuring the correct location and issue of parts held in and issued from Stores utilising the Company Inventory Management database. * Safeguard Store operations and contents by establishing and monitoring security procedures and protocols. * Ensuring all storage areas are clean, safe and well managed. * Responsible for a GFE & CFE transactions. * Control, maintenance & issue of company tooling and the tooling databases. * Control and restocking of COSHH cupboards, AGS and consumables. * Manage and monitor all shelf life controlled items per Stores procedures. * Conducting stocktaking as required by the Stores & Logistics Manager. * Forklift Operations in support of Stores functions. * Manage and monitor all shelf life controlled items per Stores procedures. * Deliveries checked to ensure correct documentation and order requirements. * Goods Inwards Inspection IAW Company Procedures. * Ensure accurate and integrity of all stock transactions. * Ensure correct labelling of parts. * Timely raising of Dispatch Notes. * Ensure correct packaging and labelling of dispatched goods including Dangerous Goods and in a timely manner. * Ensure that all import and export requirements are completed in accordance with current HMRC legislation and company procedures. * Ensuring compliance with all Company Procedures and External Procedures relating directly or indirectly to the role. * Any other duties that are reasonably requested by management within the capability of the incumbent. * Provide Stores cover for other bases in the UK when required. * Attend training sessions at Bournemouth when required. |

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| **Core Competencies** |
| Education:   * Good literacy and numeracy skills. (essential) * Good IT skills. (essential) * BTEC Basic Storekeeping. (desirable)   Experience:   * Previous storekeeping duties. (essential) * Full UK driving licence. (essential) * Storekeeping within the aerospace industry. (desirable) * Goods Inwards Inspection within the aerospace industry (desirable) * Previous worldwide despatch experience (desirable) * Part 145 experience (desirable) * Experience using Logistical tracking system (desirable)   Personal characteristics:   * Accuracy in all work. (essential) * Team player. (essential) * Attention to detail. (essential) * Able to work effectively without direct supervision. (essential) * Good communicator. (desirable) |

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| **Key Measures** |
| * Supporting Continuous Improvement within the team and proposing changes to improve efficiency, where possible. * Ensuring appropriate and timely throughput of Inventory of all items to meet Operational demands. |

Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_