**Job Title:** Store Inspector **- CULDROSE**

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

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

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