



PERSONNEL SPECIFICATION

Post: Stores Manager

Dept: Stores

| Specification | Essential | Desirable |
|-----------------------------------|---|---|
| <i>Educational Attainments</i> | GCSE Maths, English. | Qualifications in stores management |
| <i>Job experience</i> | Experience of supervising a team of people Ability to analyse, audit and improve a process. | An understanding of Lean Materials management including 5S Experience of managing and controlling stock in a warehouse environment. Experience of packaging and shipping export material. |
| <i>Specialist Knowledge/Skill</i> | Familiar with the supply of material JIT to support a production facility. Computer skills | Knowledge of packaging and shipping of hazardous goods Knowledge of stock control systems Knowledge of processes and systems in both purchasing and quality. Familiar with Quality Standards such as ISO 9000. Knowledge of performance charts. |
| <i>Disposition</i> | Strong desire to successfully reach targets in a busy and challenging work environment Excellent people management skills. | |
| <i>Circumstances</i> | Good time, attendance and disciplinary record. | |