

Title	Stores Operative, Manufacturing Team
Our Company	We are the world's leading vanadium flow battery company. Our energy storage systems are facilitating real change for a renewable and sustainable future.
Role	Managing the day to day operations providing an efficient and effective stores service ensuring excellent stock control and accurate stock levels managing goods in/out.
Responsibilities	<ul style="list-style-type: none"> • Set up an effective stores service: create documentation including checklists; create and manage stock replenishment triggers • Facilitate the distribution of goods in and out of the warehouse. Load and unload trucks, place goods in storage and move inventory as needed using equipment such as pallet trucks, and forklifts; any anomalies explore and rectify with Purchasing team • Check and receive goods into the system • Ensure adequate levels of stock are maintained to service the workload of the Manufacturing, Test & Commissioning, and Installation teams • Assist in physical inventory checks as and when required; verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies and adjust errors • Undertake general store keeping duties in line with all Health and Safety procedures and guidelines. Keep work area tidy and clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations • Actively participate and contribute to the effective management of "surplus" materials • Contribute towards procedures for stock rotation FIFO/LIFO (where appropriate) to be developed and implemented • Carry out general office duties including administration, clerical work and computer related processes • Assist in the production of monthly reports for all transactions • Assist with Mechanical Assembly activities as and when required • Undertake any other duties as may reasonably be required from time to time in the support of testing and new product development
Skills and Experience	<ul style="list-style-type: none"> • Ability to work on own initiative with minimum supervision • Experience in Process/Systems; complying with standard operating procedures and contributing to the development and future improvements where appropriate • Must be organised, methodical and flexible in terms of supporting various functional teams - engineering, purchasing, finance, testing, and installation • Good working knowledge of safe working practices within a Stores/Operations site • Physically fit so that you can comfortably perform manual tasks safely • Good communication skills, a good work ethic and team working skills

	<ul style="list-style-type: none">• Basic numeracy and literacy skills and keen attention to detail• Good computer skills using Microsoft Office applications with the ability to pick things up quickly• Proven experience of working within a fast-paced operation• Valid driver's license• Right to work in UK• Not essential but an aptitude for and interest in hands-on electro-mechanical tasks and/or having a forklift and electric pallet truck license would be an advantage
Location	Bathgate, UK
Reports to	Manufacturing and Quality Manager, UK
Status	Full-time, permanent