

## Stores Person

### JOB DESCRIPTION

(Released: December 2023)

Thermoteknix, a growing but well-established company based in North Cambridge, is looking for a Stores Person to join and play a key role within its production team.

Thermoteknix is an award-winning innovator and manufacturer of night vision and thermal imaging equipment for Industrial applications, military, defence, security and law enforcement. Celebrating 40 years of business success in 2022, the company continues to expand alongside demand for its award-winning and ground-breaking technology.

This is an exciting opportunity to join a successful commercial and entrepreneurial electronics and engineering company during our continued growth.

#### Candidate

We are seeking a driven and experienced Stores Person to join our team. The successful candidate will be responsible for the day-to-day Goods-In through to Goods-Out operations, ensuring efficient and accurate handling of inventory and fostering a positive and collaborative team environment.

#### The Role

##### Inventory Management

- Oversee the receipt, storage, issuance and despatch of materials, ensuring accuracy and compliance with company policies.
- Implement and maintain efficient inventory control and storage processes.
- Conduct regular stock audits to identify discrepancies and take corrective actions (perpetual inventory).
- Distribution of incoming mail.

##### Quality Control

- Implement and enforce quality control measures to ensure that all products meet the company's standards.
- Address and resolve any quality issues promptly and effectively.

##### Health & Safety

- Ensure compliance with health and safety regulations in the stores area.
- Implement and promote safe working practices.

#### Documentation & Reporting

- Maintain accurate records of inventory levels, transactions, and other relevant information.

#### Continuous Improvement

- Identify opportunities for process improvement and implement efficiency-enhancing measures.

#### Additional Duties

- The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time or the scope of the job may change as necessitated by business demands.

#### **Qualifications & Skills**

- Minimum of 5 years of experience in stores/warehouse operation.
- Excellent communication and interpersonal skills.
- Knowledge of inventory management systems (SAGE & CIM).
- Familiarity with health and safety regulations.
- Problem-solving and decision-making abilities.
- Proficient with Microsoft Office
- Clean driving licence

#### **ONLY APPLICANTS WITH A RIGHT TO WORK IN THE UK WILL BE CONSIDERED**

For more information, please email your CV and a covering letter to:

Recruitment

Thermoteknix Systems Limited

Email : [recruitment@thermoteknix.com](mailto:recruitment@thermoteknix.com)

[www.thermoteknix.com](http://www.thermoteknix.com)