



JOB TITLE

Location

Reports to

STORES PERSON

Ballymena

Operations Manager, Northern Ireland

PURPOSE

To operate as part of the team, responsible for stores and stock control functions.

MAIN TASKS

- To ensure stock control with specific regard to stock levels, allocations, requirements and quality procedures.
- Control Goods-In and Goods-Out of the premises.
- Communicate with team regarding any stock or materials issues.
- Working from Bill of Material and Pick Lists, kit all items required either from stock or from procured items.
- Working from reports, collate goods out with documentation and prepare items for despatch.
- Administer goods-in documentation, highlighting manufactured parts for inspection, inspecting goods, ensuring any discrepancies are reported and distribute to appropriate stock box.
- Ensure procedures and working practices are adhered to and constructively suggest where improvements can be made.
- Maintaining a tidy and safe working environment within the Stores area
- Other reasonable duties as assigned

REQUIREMENTS

- Experience within stores, ideally gained within an engineering or manufacturing environment
- IT literate and ideally with experience of computerised stock systems
- Ideally a forklift licence or willing and able to undertake training
- Driving licence
- Superb organisational skills with a methodical approach to your work
- High level of attention to detail whilst working at pace
- Excellent prioritisation skills
- Ability to work on our own as well as part of a team
- Reliable and diligent with a strong work ethic



WHAT WE EXPECT FROM YOU:

- A proactive can-do attitude
- A positive and determined work ethic
- A professional approach
- A commitment to excellence in all that you do
- A team player, willing to continuously and proactively collaborate, share, and seek information and guidance
- Self-driven to make a significant contribution to maximise AGR customer service
- Willing and able to travel to customer sites both nationally and internationally
- Willing to work between AGR sites as project work dictates
- Assist in the development of junior members of AGR Automation

ABOUT US

We work extensively with international Blue-Chip companies and many of our clients are US based multi-national corporations. We are especially experienced with complex and difficult applications. Our experience has been developed in the challenging markets of medical device, drug delivery and high-volume consumer disposables. New challenges involving difficult to handle products are a common occurrence. AGR Automation continually pushes the boundaries of capital cost, production speed, efficiency and reliability.