

JOB VACANCY: TRANSPORT MAINTENANCE STORESPERSON

We have a new job vacancy for a transport maintenance storesperson, responsible for the upkeep of the stores and ensuring that stock levels are maintained. This will involve the issuing and ordering of stock, the placing and actioning of purchase orders, the collation of purchase orders, delivery notes and invoices to ensure payment within a timely manner. In addition, the storesperson will be responsible for the issuing of all PPE and keeping a record thereof, as well as the issuing of lifting equipment, harnesses, ladders and tools (this list is not exhaustive) and keeping a record of the issue and receipt back to stores.

LOCATION: Transport Depot, Liverpool

WORKING HOURS: 43.75 hours per week, 07:45 - 17:00, Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

- Ordering stock and maintaining stock levels
- Maintaining COSHH stock levels and ensuring correct MSDS data is held on site and updated
- Entering, editing and completing purchase orders on the company system
- Collating associated paperwork for purchase orders
- Submitting collated paperwork in a timely fashion for approval
- Liaising with suppliers to obtain the 'best price' for stock items
- Liaising with managers and co-workers over stores deliveries and stock items
- Issuing PPE as required and keeping a record of whom it is issued to and when
- Booking out and booking in to stores (and keeping records) monitored items such as lifting equipment, harnesses and ladders
- Carrying out additional duties that may be reasonably requested from time to time

KEY COMPETENCIES

- Ability to work on own initiative
- Ability to work as part of a team
- IT literate in Excel, Word, Access and Outlook
- Excellent time management and organisational skills
- Excellent time keeping and attendance
- Ability to manage tasks and meet deadlines
- A flexible approach including the willingness to work outside of normal hours as and when required

ESSENTIAL SKILLS

- Proven track record of working in a comparable role
- Full UK driving licence
- Forklift truck license
- NVQ Level 2 or above in a relevant subject
- IT literate with the ability to use a range of packages applicable to the role, including Microsoft Word, Excel, and Outlook (emails)

DESIRABLE SKILLS

- NVQ level 3 qualifications in a relevant subject area
- Previous experience working in or alongside a HGV maintenance workshop

APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:

HR Department, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

POSTED: MARCH 2024.

NO AGENCIES PLEASE.