

Job Description

Job Title:	Stores Person / Driver	Reports to:	Managing Director
Position:	Part Time – Hours TBC	Location:	Head Office, Mansfield

Purpose of the role

The main purpose of this role is the maintenance of our stores area; ensuring all areas are well organised, clean, and tidy.

Alongside this you will keep up to date records and will be expected to deliver plant and equipment to various sites when required.

Main Responsibilities and Duties

- Organise Stores area efficiently
- Check and manage incoming deliveries
- Ensure stock levels are maintained at a satisfactory level and replenish where necessary
- Accurate record keeping of plant/machinery and materials booked out
- Accurate record keeping of items returned and their condition
- General maintenance of equipment including minor repair work
- Arrange major repairs and replacement of plant and machinery
- Deliver materials and plant to site when required
- Collection of materials and waste from some small sites

Any other duties required to assist the day to day running of the business

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Full clean driving licence 	
Experience	<ul style="list-style-type: none"> • General knowledge of building materials and equipment • Previous Stores/ Warehouse experience 	<ul style="list-style-type: none"> • Previous Stores/ Warehouse experience
Skills, Abilities and Aptitude	<ul style="list-style-type: none"> • Self motivated and enthusiastic • Able to work unsupervised • Be proactive and adaptable • Ability to prioritise and organise an evolving workload. 	