

STORES AND LOGISTICS ASSISTANT**ACCOUNTABLE TO:** Plant Manager**What you'll do:**

As the Stores & Logistics Assistant, you will be primarily responsible for assisting the Stores Supervisor in the set up and maintenance of inventory and stock control. You will itemise, order and store all equipment, parts, tools and consumables as directed by the Stores Supervisor. You will also be responsible for distributing these items in support of both onshore and offshore teams as necessary. On occasion you will be required to assist the Deployable Workshop Tech in the execution of his duties.

Job Description: You will be required to

- Receive and check deliveries to ensure that the correct amount and type of stock is delivered.
- Sign delivery notes upon receipt of shipments.
- Heed notes about appropriate procedures for handling stock, particularly when fragile.
- Unpack items and arranging on shelves, if needed.
- Preparing orders by gathering and loading stock.
- Ensure that the facility remains clean, sanitary, and well-organized.
- Report all breakages and spills.
- Aid other staff in the department during lulls in your day.
- Comply with Company and Health and Safety regulations to ensure a safe working environment.
- Undertake other miscellaneous duties as directed by management.

Administration & Reporting:

- Provide regular reports of inventory to the Stores Supervisor as required
- Maintain accurate records of all goods in and out of storage as directed by the Stores Supervisor
- Keep accurate records of missing or damaged stock, including nature of such damage, reporting this immediately to the Stores Supervisor

Maintaining Company and Operational Standards – QHSE

- Your safety comes first. You must be able to follow safety, quality, and production standards.

Skills, Knowledge and Experience

- Minimum standard grade English and Maths or equivalent
- Some experience in stock taking or a related work beneficial but not essential.
- Good IT skills and aptitude for working with specialist programmes and applications

- Forklift licence (desirable but training will be provided if required)
- Driving licence (Essential)
- You may need to lift and move products that weigh up to 23kg.

Key Attributes

- Strong team player with the ability to work autonomously
- Well organised and focused on service delivery
- Good interpersonal skills
- Willingness to learn new practices and techniques
- Practical problem solver
- Ability to work under pressure to tight deadlines
- Dependable and trustworthy
- Maintain a positive and enthusiastic attitude
- Good communication skills, oral and written communication
- Flexible to change and working in different environments

For the right applicant, there is an attractive remuneration package on offer including 33 days holiday and a 10% employer contribution to pension scheme.

FoundOcean is an equal opportunities employer.

Job Types: Full-time, Permanent

Salary: up to £19,000 per annum