### MOODY DIRECT LTD

#### JOB DESCRIPTION

**Employee:**

**Job Title:** Apprentice Stores Assistant

**Reporting to:** Stores Supervisor and Operations Manager

### Activities of the Company

* Moody Direct is a focused supplier of engineering supplies, parts, consumables and process servicing to the dairy, food, beverage, brewery, pharmaceutical and personal care industries;
* Offering a single source for the widest range of products at competitive prices, we represent some of the best known brand names in the industry with genuine spare parts;
* The provision of parts and labour;
* 24 hours a day 7 days a week call out service;
* The service, maintenance, repair and commissioning of equipment used within the above industries;
* Assisting other Moody Group Companies in satisfying customer requirements.

## Purpose of the position

* To pick, pack and despatch orders to meet customer needs, and to support the stores supervisor with the efficient running of the stores / inspection department.

## Key result areas

* Accurate picking of orders;
* Accurate booking of goods inwards;
* General day to day stores duties

**Key tasks**

* Picking orders;
* Packing orders;
* Processing sales orders;
* Signing for and unloading deliveries;
* Identifying and picking parts for service engineers;
* Loading the courier at the end of each day;
* Filing;
* General stores tidiness and housekeeping;

## Key skills

* Computer literate – Microsoft Dynamics and Lotus Notes;
* Good communication skills;
* Good memory skills – part numbers and stock locations;
* Being able to prioritise;
* Good organisational skills;

## Key attributes

## Self – motivated;

* Flexible;
* Willing to help others;
* Willing to learn;
* Punctual;
* Friendly;
* Willing to Succeed;
* Works well as part of a team;
* Works well on their own;

## Formal Qualifications

* GCSE or equivalent Maths and English – Preferred Grade C or above;
* Forklift Truck Licence – training will be given.

In addition, the Apprentice Stores Assistant will be required to perform any other duties as and when required which are within the capability of the jobholder in order to meet the needs of the business.

I have read and understand this Job Description and accept that this forms part of any contract with the company.

Signed:………………………………………………….

Print Name:…………………………………………..

Date:……………………………………………………