

MOODY DIRECT LTD

JOB DESCRIPTION

Job Title: Stores Assistant

Reporting to: Stores Supervisor and Internal Sales & 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 - Preferred

In addition the Stores Assistant must be prepared to undertake any reasonable requests made to meet the business needs of the company.