

Job Description

Stores Assistant

Department	Facilities
Location	Abingdon
Summary of Job	Providing support for the full range of warehousing activities, a company-wide service for the delivery of supplies to point of use and to provide general assistance around the business.
Reporting Relationship	Report to the Stores Supervisor No direct staff reports
Essential Functions	<ul style="list-style-type: none">• To carry out point of use delivery of a broad range of materials to the laboratories and offices around the business this will include (not exclusively):<ol style="list-style-type: none">a) Lab Consumablesb) Lab Hardwarec) Photocopying paper and consumablesd) Stationery• Undertake stores duties as required including goods in, booking out, cyclic stock checks.• Cover stores in the absence of the Stores Supervisor• Assisting around the business in physically demanding activities such as relocations, archiving, moving of equipment etc.• Assisting in the scanning and internal delivery of post.
Job Requirements	<p>Education</p> <ul style="list-style-type: none">• GCSE's preferred but there is no formal academic educational requirement. There is, however, a requirement for the job holder to have a mature approach, be numerate and literate, and be able to work efficiently unsupervised. <p>Experience</p> <ul style="list-style-type: none">• Some experience of delivering office or facilities services would be an advantage.• Full, clean driving licence is essential. <p>Technical Skills</p> <ul style="list-style-type: none">• IT Literate• FLT driving

Non-Technical Skills

- Self-motivation
- Team working and a high level of interpersonal skills
- Customer service attitude
- 'Can do' mentality
- Willing to have a go at things for which the job holder is qualified and take on new tasks.

Physical Demands

- This job will require physical fitness as there is the demand for lifting and moving of some heavy items.
- There will be a requirement for sitting and working with computers.

Working Conditions

- Work in office and stores environment.
- Working around the business premises making deliveries and collections.