

## Store Person

Date Updated: November 2021



**About the Job:** To support the effective running of the Probo Medical warehouses and customer/supplier supply chains. The role is responsible for ensuring that systems accurately reflect the products in stock, and they are readily available when required. This includes, data entry, taking deliveries, packing orders, maintaining records and moving/storing goods. The role also involves communicating with a range of people across the business to ensure that goods are shipped out to the correct place at the correct time.

### This is what we need you to do...

To support and oversee the effective running of the Probo Medical warehouses and make sure that they are always kept clean and tidy in line with Health and Safety legislation	To support in ensuring that the stock control electronic systems are always kept up to date and accurately reflect the overall stock levels.
To accurately book in goods arriving at Probo Medical using the relevant electronic system and allocate them to the correct person/location	To support the annual stock-take programme and report on progress to the Logistics Manager
To prepare and package items being sent out to both engineers and customers. To produce delivery notes for these items and arrange collections with the relevant logistics companies	To deal with a range of stakeholders including logistics companies, engineers, service coordinators to achieve best outcomes for the business
To deal with telephone and email queries as they arise	To support with deliveries and collections of equipment as required
To move stock around the warehouses using the most effective tool for the task i.e., sack truck, pallet truck, lift truck	To undertake other duties related to the nature of the job and its level of responsibility

### Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and Probo Medical reserves its right to amend or add to the accountabilities listed above.

## **The ideal candidate will have...**

### **Experience**

- Experience of working in a warehouse environment and/or supply chain

### **Knowledge, Skills and Understanding**

- An interest in systems and processes
- Good problem-solving skills
- Numeracy and literacy skills
- Good communication skills
- Good IT Skills, including the use of Microsoft Office

### **Behavioural attributes**

- Enthusiastic and motivated
- Strong attention to detail
- Good organisational skills
- Ability to work as part of a team
- Good interpersonal skills

### **Education & Qualifications**

#### **Essential**

- Educated to GCSE level in Mathematics and English to Grade C or above (or equivalent)
- Demonstrates a commitment to training and CPD

#### **Desirable**

- A relevant Lift Truck qualification
- A valid driving licence