



<u>Job Title:</u>	Stores Auditor
<u>Sertec Site:</u>	Wincaster House
<u>Hours:</u>	PM Shift

Main Purpose of The Position:

To ensure all deliveries are shipped correctly to the customer with a right first-time approach, focusing on quality adherence in line with all customer expectations.

Key Requirements:

- Ensure all processes and procedures are adhered to in line with BMS 8.5.4.
- To ensure loads leave Sertec labelled with the correct ID and with the correct quantity in the box / pallet.
- Ensure that parts are prepared in despatch in line with various supplier operating standards as laid out in specific customer guidelines.
- Ensure all labels contain the correct number of verification points – Found through use of stamps or clock numbers present on labels.
- Ensure that you stamp all labels prior to allowing parts to pass through despatch as visual verification that parts have been through relevant checks.
- Highlight any missing part weights on labels to the packaging engineer in order to ensure that system data is correct and up to date.
- Support the quality department and management team in collating data to support proactive approach to continual improvement.
- Check all labels for print quality prior to despatch.
- Use IT equipment to verify parts in order to capture system-based transaction data.
- Support the picking team in preparing pallets including interlocking KLT's and banding pallets when available.
- Support manufacturing audits during periods of low volume.
- Notify the quality department of any short quantities found during part verification process.
- Contribute towards continuous improvement ideas in order to improve processes and performance.
- Ensure housekeeping & 5S standards are adhered to where set focusing always on a safety-first approach to the working environment.
- Always ensure that the correct PPE is worn at all times throughout the site.

- These duties are not 'limited' or 'fixed' and you may be required to take on additional reasonable responsibilities within your role as the role develops or as business needs change.

"Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome."

How To Apply:

Please apply for this vacancy via email attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered and a copy of the full Job Description available upon request. Please note, if invited for an interview, please, out of courtesy, make your current line manager aware.

This should be sent to: Natalie Warrington – natalie.warrington@sertec.co.uk

Closing Date:

Tuesday 28th June 2022