



VACANCY NOTICE

Job Title:	Material Handler x5
Sertec Site:	SHS
Hours:	X1 Days- 6am-2pm X4 Nights 10pm-6am
Reporting To:	Team leader/Logistics Coordinators

Main Purpose of The Position:

To ensure that under the direction of the Team Leader / Manufacturing Manager, you support the Logistics area with the supply of tooling, materials and pallets etc when required.

Key Requirements:

- ◆ To supply Logistics Operatives with materials and pallets etc., as and when required.
- ◆ To arrange collection from storage areas any production tooling and deliver same to relevant press.
- ◆ To ensure that when removing raw material from racking that the relevant documentation is forwarded to the Material Controller.
- ◆ To remove rubbish/steel scrap from manufacturing areas, to ensure that gang ways and Fire Exits are kept clear at all times.
- ◆ To ensure that all W.I.P areas are kept neat and tidy.
- ◆ To ensure that when moving finished components from manufacturing area into the stores that the correct labels are on each pallet.
- ◆ To ensure that the correct preventative maintenance is carried out on the Fork Lift Truck. i.e. check oil and battery levels.
- ◆ To report any Fork Lift Truck problems to your Team Leader.
- ◆ To ensure that any manufacturing problems are reported to your Team Leader.
- ◆ To ensure that all Health and Safety at Work Regulations are adhered to at all times.
- ◆ To assist the Material Controller as and when required.
- ◆ To ensure that good housekeeping standards are maintained at all times.
- ◆ To carry out ad hoc duties as and when requested by your co-ordinator.

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 can be sent to Katie.Parkes@sertec.co.uk

Closing Date:

21/07/2022

“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.”