

F63 (v1) Job Description Form

General Information

Job title:	Product Release Officer
Reporting to:	Warehouse Manager

General purpose:

The post holder will be responsible for

- stores transactions, dispatch, packing, product release and maintaining accurate stock levels.
- ensuring that all activities comply with company procedures in respect to stock control

Key deliverables:

- Work closely with the Warehouse Manager and employees to achieve on time deliveries within the shortest possible lead times.
- Responsible for release of outgoing product and certification, ensuring that relevant documentation is scanned accordingly.
- Ensure that packing and despatch activities are in line with procedural and pick list requirements.
- Ensure that all activities are carried out in accordance to company procedures.
- Maintain high standards by following 5S principles (Sort, Straighten, Shine, Systemise, Sustain)
- Encourage feedback of incorrect information on any documentation that is processed so that this may be corrected.
- Work with the relevant internal customer on goods that require a quick turn round and process accordingly.
- Work with all relevant staff to maintain output; controlling the flow of parts in and out of the company.
- On completion of each transaction update job shop and documentation as required.
- Ensure:
 - o awareness and compliance to company health and safety requirements
 - o use of protective clothing as required, i.e. gloves, etc
 - o that lifting H&S regulations are complied with
- Encourage new methods of working, i.e. reduce waste through unnecessary movements and computer transactions.
- Carry out other duties in support of stores activities as and when necessary

Requirements - experience:

- Some knowledge of civilian aerospace requirements desirable
- Background of working in an environment where attention to detail is important

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Requirements - qualifications

- Numeracy and literacy skills
- Minimum of GCSE grade C's in English and Mathematics

Requirements - personal characteristics

- A flexible working approach is required this must also accommodate working hours to cover for lunch breaks and close of play

Other points:

- Able to work overtime as and when required

Completed by:

I.Burley

Date:

13/02/20