



Stock Operative **(with fork-lift truck licence)**

Full-time position

Urgently needed

Ilan Firth Hardware Limited is a private, independent business, specialising in the production of doorsets and doorkits and the distribution of Architectural Hardware to the construction and allied industries nation-wide.

The Company is dedicated to offering a professional and helpful service to the architect and builder. Ilan Firth Hardware is dedicated to providing a first-class service in quality and availability.

Duties will include

- External door picking for daily production.
- Replenishment and putting away of stock.
- Updating and maintaining computerised data entry systems for stock records and reports.
- Assisting Goods In when required.
- General housekeeping.
- Wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.
- Assisting with the bi-annual stock takes and cyclical stock counts.
- Checking own work as well as colleagues for accuracy.
- Keep up to date on product knowledge where relevant.
- This list is not exhaustive and you will be expected to carry out any reasonable task as requested by your Supervisor and Management.

Essential Skills and Qualifications

- Experience working in a Stock Control role within a manufacturing and warehouse environment.
- Forklift reach and counterbalance licences.
- Customer focused individual that is willing to go the extra mile.

- The ability to build strong working relationships with other team members and customers.
- Ability to follow procedures methodically.
- An eye for detail and accuracy.
- Good communication skills, both written and verbal.
- Good computer IT skills, ability to use M/S excel, word and outlook with experience of computerised data entry systems.
- Ability to prioritise workload to meet demands, targets and deadlines.
- Able to work as part of a team.
- Uphold company values.

Desirable Skills and Qualifications

- Experience working in the door and hardware industry.
- Computer Stock Management Systems and MRP user experience.
- Sage ERP 1000 and/or Sage LINE 500 user experience.
- GAI Diploma.

Working hours will be 41.5 hours per week Monday - Friday.

Salary depending on experience.

Job Type: Full-time

Schedule:

- Monday to Friday

Work remotely:

- No

8th Jan 2022

To apply for any of our vacancies, send your CV to:

jenniferw@ianfirth.co.uk