



Stores Operative

25 September 2017

At RDS Technology, part of Topcon Agriculture, we are looking for a permanent, full time Stores Operative who will work as part of a team to ensure materials are stored and processed as per procedures, and maintaining stock accuracy and traceability.

Main duties and responsibilities include:

- Ensure all components and materials are correctly identified and labelled.
- Provide a timely kitting service of components and materials required for production.
- Receive inwards goods, ensuring correct deliveries, highlighting any issues and storing appropriately.
- Ensure accurate stock control.
- Update and maintain associated computer systems.
- Other duties as and when required by the business.

The ideal candidate will have all or most of the following skills and experience.

- Previous experience of working in stores or warehouse is essential and from within a similar electro-mechanical manufacturing environment would be desirable.
- Good computer skills, in particular working knowledge of Microsoft packages and MRP and/or ERP systems.
- Good attention to detail.
- A full and valid UK driving license is required.
- Ability to work on own initiative but as part of a team
- Fork Lift or Reach Truck experience is desirable.

If you are interested in applying for this position, please email your CV and a covering letter to Tejal Patel, Senior HR Advisor at tpatel@topcon.com.