

Stores/Despatch Operative

REPORTING TO: Logistics Manager

LOCATION: Teledyne Defence & Space, Shipley

Teledyne are looking for a key individual to join their existing stores team as a Stores/Despatch Operative. In this role you will be responsible for the receipt, stocking & despatch of materials.

Main responsibilities for this role are:

- To verify documentation and goods received
- Booking goods on to the system
- Despatching goods to customers
- Undertake “kitting” activities by ‘picking’ the correct type and quantity of component from stock for ‘Job’ lists
- Undertaking stock checks
- To liaise with Purchasing, Production and the Quality teams as and when required
- To ensure that the place of work is kept clean and tidy
- To carry out ERP/MRP system transactions
- To adhere to health and safety regulations
- Reconciliation of paperwork to units for shipment
- Working in line with standard procedures to ensure 100% quality of units processed through outbound
- Packing of all outbound units

The successful candidate will be able to satisfy the following requirements:

- Experience of working in a similar environment
- The ability to count minute components
- Good hand/eye co-ordination
- Ability to communicate at all levels
- Computer literate
- To be accurate and pay attention to detail
- Previous experience of working with ERP/MRP systems would be an advantage
- Enjoy working in a team

How to apply:

To apply, please forward your CV to Janette Pattison, Recruitment Manager, Teledyne Microwave Solutions UK, Airedale House, Acorn Park, Charlestown, Shipley, BD17 7SW or via email: janette.pattison@teledyne.com