

Job title:	Materials Handler
Department:	Stores
Reports to:	Stores Supervisor
Responsible for:	N/A
Location:	Worksop
Hours of Work:	40 hours per week. 8am to 4:30pm Monday to Thursday & 6am to 2:30pm Friday.
Closing date:	

Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



Job Purpose:

To deliver and maintain a high level of customer service to external and internal customers. Providing advice and helping to fulfil their requirements.

Main Duties and Responsibilities:

- Receive and process customer orders via the telephone and process the sales transaction.
- Gather product information to determine customer needs.
- Fulfil customers requirements from stock or place orders with suppliers to obtain items not in stock.
- Pack & Label products / parts / components in line with company procedures and customer expectations. Raise pick-lists to ensure the product can be despatched in a timely manner.
- Produce all shipping documentation to ensure goods are transferred to couriers in accordance with current UK and export shipping regulations.
- Check and Receipt Goods Inwards.
- Locate, label and maintain Inventory of Stock.
- Undertake stock counts of inventory items. Raise pick lists and kit for Production, updating and booking where necessary.
- Pick kits accurately for Production.
- Handle and move materials to suit the needs of the business.

Accountabilities & Commitments Required:

- Maintain good Health & Safety work practices and adhere to all safety related rules, guidelines and instructions.
- Adhere to our ISO9001 & 14001 policies and all Quality related rules, guidelines and instructions.



Quality & Environmental Responsibilities:

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team recruitment@dennis-eagle.co.uk



Criteria	(E)ssential / (D)esirable
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Knowledge	
• Good knowledge of Microsoft Office packages, especially Outlook, Word and Excel.	D
• Good understanding of Health & Safety in the workplace	E
• Experience in line storage, receiving and distribution	D
• Previous experience using computers and/or inventory systems	D

Experience	
• Previous role in a manufacturing stores environment	E
• Experience of working in a team	E
• Two years' experience working in a Stores, Goods In or Despatch environment	D
• Previous experience using Inventory Management systems	D

Education / Qualifications	
• Licensed to drive fork lift truck and Reach truck	D
• Licensed to drive fork lift side loader and crane	D

Job-related skills & abilities	
• Must have good initiative and be able to problem solve	E
• Must be self-motivated and able to achieve deadlines	E
• Ability to communicate with others effectively	D
• Experience with dealing with customers (internal or external)	D
• Excellent attention to detail	E
• Conscientious and hard-working with the ability to work in a fast paced environment	E
• Motivated in achieving personal and departmental objectives	E
• Ability to work to tight deadlines and deal with multiple issues at the same time	E
• Must have good initiative and be able to problem solve	E

Other requirements	
• Work overtime during the working week and weekends on occasions, to suit the needs of the business.	E

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.

Employee name _____ Employee signature _____ Date _____

Manager name _____ Manager signature _____ Date _____

