

Job title:	Warranty Storeperson
Department:	Warranty
Reports to:	Warranty Control Manager
Responsible for:	N/A
Location:	Warwick
Hours of Work:	8 – 4.30 Mon – Thurs (Start and Finish can be negotiated)
Closing date:	24/11/23

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. All employees of our organisation are asked to represent our core values in all their business dealings, and candidates are required to demonstrate their understanding and commitment to representing these values. Our core values are Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



Job Purpose:

To retrieve and receive warranty parts, process daily and dispatch to the original product supplier or agent in addition any unused items must be returned to parts stock.

Main Duties and Responsibilities:

- Receive and book in parts from our service centres and customers
- Dispatch warranty parts by supplier
- Arrange parts for viewing by a supplier and be available to assist warranty advisor
- Fill in spreadsheets with serial numbers/date stamps to assist with claims
- Deal with queries in a timely manner
- Arrange dispatches for the wider business
- Ensure the warranty stores is kept tidy

Quality & Environmental Responsibilities:

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

Dennis Eagle Ltd is an equal opportunities employer and we welcome applications from all candidates.

If you have any queries or would like to apply for the role, please contact Alice Walden alice.walden@dennis-eagle.co.uk



Criteria	Essential / Desirable
Knowledge	
<ul style="list-style-type: none"> Knowledge of line storage, receiving and distribution of parts 	D
Experience	
<ul style="list-style-type: none"> Experience in line storage, receiving and distribution of parts 	D
<ul style="list-style-type: none"> Previous experience using Microsoft applications and inventory systems 	D
<ul style="list-style-type: none"> Avante 	D
Education / Qualifications	
<ul style="list-style-type: none"> FLT licence, including any Sideloader and Reach truck licences (RTITB accredited) 	E
<ul style="list-style-type: none"> Overhead crane license 	D
<ul style="list-style-type: none"> Manual handling training 	E
Job-related skills & abilities	
<ul style="list-style-type: none"> Good initiative and able to problem solve 	D
<ul style="list-style-type: none"> Ability to communicate with others effectively 	E
Other requirements	
<ul style="list-style-type: none"> Self-motivated and able to achieve deadlines 	E
<ul style="list-style-type: none"> Ability to move between the various DE buildings at Warwick 	E
<ul style="list-style-type: none"> Driving licence 	D

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 _____

