



## Kinesys Job Description

### Stores Manager

#### The Company

We are an exciting and dynamic company that works at the cutting edge of automation technology. Focussed on the fast moving entertainment industry, we design and sell premium products that allow designers and artists to express their creativity and push boundaries through the use of eye-catching scenic motion.

As specialists in the live entertainment arena Kinesys products can be found in use in venues and on pop concerts, TV shows, films and corporate events across six continents.

Kinesys has a simple goal: to provide exceptional automation equipment that allows venues to be outstanding and audiences to be amazed.

#### Job Role Background and Summary

Kinesys has a requirement for a Stores Manager. This vitally important role ensures our production department can keep running at full capacity by ensuring that they always have the components and parts that they require.

The job responsibilities start when deliveries arrive at Goods In and end when the finished products ship out to our customers. Your responsibilities will include; accepting and inspecting incoming goods, adding those parts into our stores, picking parts into kits ready for assembly and packing finished goods ready for collection by freight forwarders and couriers. This is a responsible job that will require very good attention to detail combined with a good work rate.

#### Job Role Responsibilities

- Management of all Goods Inwards processes including signing for packages, unpacking and distributing parts to stock.
- Maintaining a tidy and efficient work area by ensuring parts are in the correct stores locations and where required rearranging storage locations and updating systems accordingly.
- Operating a Powered Stacker truck to access larger parts from a pallet racking stores area
- Picking production kits, notifying shortages and replenishing from deliveries
- Picking and packing of finished goods ready for dispatch
- Periodic stock taking of component parts

#### Key Job Requirements

- Excellent attention to detail



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- Excellent organisational skills
- Experience working within a manufacturing environment
- Knowledge of electro-mechanical and electronic parts
- Physically fit
- Positive and helpful 'can do' attitude

#### **Desirable but not Essential**

- Forklift or Stacker Truck experience preferred but not essential as training will be provided.

#### **Job Reports To**

Operations Manager

#### **Working Hours/Days**

Warehouse Based: 8 hours per day plus lunch break, Monday to Friday

#### **Location & Travel**

Your primary office base will be the Kinesys office in Hampton, Middlesex, UK.

#### **Remuneration Package**

- Salary based on previous experience and knowledge
- Annual bonus based on company profit share scheme
- Company pension scheme with employer contribution