

**Opportunity for a Stores & Materials Coordinator to take on a supporting role in ETL's busy stores.**

ETL Systems ([www.etlsystems.com](http://www.etlsystems.com)) is a fast growing technology company with headquarters based in Herefordshire, specialising in the design & manufacture of satellite signal handling equipment. With specialist in-house sales & marketing, design, development, manufacture & test capability, ETL offers exceptional career opportunities in a rapidly growing sector. This vacancy is for our Herefordshire location, HR2 9NE.



## Job Description

<b>Job title</b>	<b>Stores &amp; Materials Coordinator</b>
<b>Job ref.</b>	VAC-15
<b>Department</b>	Stores (Operations)
<b>Function</b>	To assist in the day to day tasks within stores
<b>Reporting to</b>	Stores Supervisor
<b>Direct reports</b>	None
<b>Location</b>	Hereford HR2 9NE
<b>Salary &amp; benefits</b>	

<b>Primary purpose of the position</b>
Reporting directly to the Stores Supervisor, the Stores & Materials Coordinator will take on a supporting role in ETL's busy stores. The main tasks involved are works order kitting, cyclical stock taking, placing parts into stock and retrieving them, and aiding in the general running of the stores, including shelf management and labelling.  This role is suitable for an ambitious person, as there is opportunity for excellent career progression.
<b>Secondary purpose of the position</b>
To provide general support to goods-in and light packing work in despatch when required.

**Main duties & areas of responsibility**

- Kitting of works orders
- Cyclical stock taking
- Ensuring operational procedures are followed by all departments concerning stock
- Placing raw materials or finished goods into various specified locations and retrieving them

**Qualifications, knowledge, skills & experience****Essential**

- Experience of working in a stores environment
- Very good attention to detail
- Good numeracy skills or GCSE maths
- Ability to communicate well and work with a wide range of people
- IT literate

**Highly desirable**

- Good memory recall
- Aptitude for dealing with fine details
- Previous experience of handling electronic components

**Behaviours**

- Consistently accurate
- Ability to adapt to change
- Helpful and hard working

**Interested in applying?**

Please send your CV and cover letter to [careers@etlsystems.com](mailto:careers@etlsystems.com)  
We look forward to hearing from you.

ETL is a successful, dynamic, forward thinking employer. We offer competitive salaries, a pleasant working environment and an employer contributory pension scheme. If working for an award winning, dynamic and progressive business is for you, please apply.

**Table below is for internal use only****Signatures**

Immediate Supervisor		Date	
HR Manager		Date	
Post Holder's signature		Date	