

Due to retirement, we are currently seeking to recruit a motivated, energetic and organised **Goods Inwards, Stores & Material Handler** to join our team.

**Brooksbank Valves** are one of the UK's leading valve manufacturers of high-quality isolation valves for the Oil & Gas, Naval Marine, Fine Gas & Chemical Markets

**Key responsibilities** for the role are:

- Unloading goods from delivery vehicles using counterbalance fork lift truck and palletizer.
- Processing incoming goods, checking goods ie to ensure quality, quantity and requirements of the purchase order and delivery note correspond with the received goods.
- Ensure accurate documentation is received with all items.
- Identifying goods with labels and route items to their locations and ensuring clear concise identification of parts at all times
- Inputting data onto the computer.
- Ensuring all delivery records are maintained in a timely and efficient manner.
- To assist goods inwards inspection process as required.
- All aspects of material handling, including cutting bars, identifying, storing and issuing to jobs.
- Flexibility to work in other area's if required.
- Carry out cycle counts in goods inwards and other areas.
- Handling returned goods process.
- Assist with the pattern equipment issue/return including pattern retrieval.
- Full kits checking and distribution.
- Order picking and kitting.
- Packing and checking kits.
- Ordering caps, crates, bags etc as and when required.

**Competencies / Personal Attributes**

- IT literate.
- Counterbalance forklift licence, palletiser licence and crane licence would be an advantage
- Driving licence essential.
- Good timekeeping.
- Health and Safety awareness.
- Team player with excellent communication skills and confidence to liaise with other departments.
- ISO9001:2015 awareness.
- Good understanding of Lean manufacturing process ie 5S.

The successful candidate will need as part of the process to: (i) satisfy basic eligibility criteria/certain conditions of employment (e.g. nationality rules/right to work); (ii) provide appropriate documentation to verify ID, nationality, employment and/or academic history, criminal record (unspent convictions only); and undergo Baseline Personnel Security Standard checks.

In return we offer:

- Competitive salary in line with the experience of the candidate and benchmarked salary levels
- Holiday entitlement of 25 days running January to December, per annum
- Pension contributions above statutory rates
- Early finish on Friday

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If you fit these criteria, please apply in writing with cv and covering letter stating your salary to [jobs@brooksbank.co.uk](mailto:jobs@brooksbank.co.uk)

**NO AGENCIES**