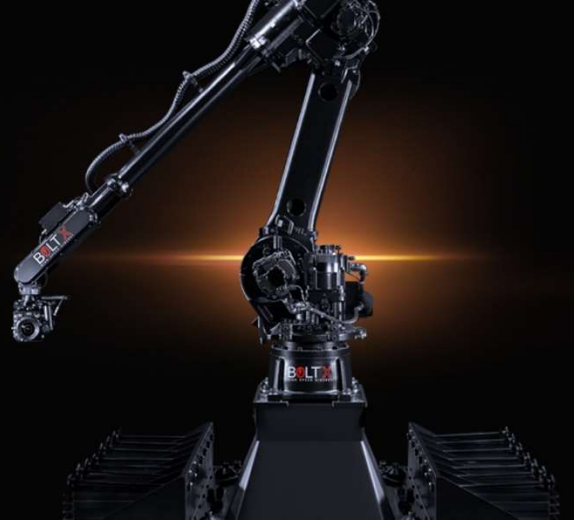


# Mark Roberts Motion Control

## Stores Officer



Location	Blindley Heath, Surrey, RH7 6JP
Reporting To	Manufacturing Services Manager
Contract Type	Permanent, Full Time
Salary	Depending on Experience

### THE ROLE

The Stores Officer ensures that the stores are consistently well-maintained and accurately kept up to date. They uphold the quality control standards by monitoring product quality during storage, and managing the processing of returns or damaged goods. Inventory levels are carefully managed, stock is organised and stored appropriately, and product distribution is carried out efficiently, all while adhering to safety regulations and company standards.

### MAIN RESPONSIBILITIES AND TASKS

- Ensure the correct processes for receipt, storage and kitting of goods are followed. This includes maintaining accurate inventory records, tracking stock levels and locations, and co-ordinating with the production team.
- Ensure the quality control standards are maintained within Stores by monitoring product quality during storage, and processing returns or damaged goods as necessary.
- Ensure accurate picking of parts according to Manufacturing Orders (MOs) and ensure all pickings are recorded 100% correctly in Odoo.
- Deliver kits to the correct work centre and update MOs with precise locations where kits have been placed, ensuring work orders and work centres are properly reflected in the MOs.
- Maintain up-to-date knowledge of products, Odoo, and relevant procedures through continuous learning and training.
- Comply with Nikon's training requirements and consistently apply company policies in daily operations.
- Ensure Goods-in and Goods-out administration is accurately completed.
- Maintain cleanliness and organisation of the stores, ensuring the workspace is tidy and well-ordered.
- Proactively ensure inventory levels and locations are correct
- Pick physical parts for MOs accurately, following the specified requirements.
- Record 100% accuracy of part pickings for MOs in Odoo.
- Deliver kits to the correct work centre and update the MOs with the work centre location, completion of work orders, and the kit's placement.
- Notify your Line Manager of any stock shortages, as soon as they are identified.
- Participate in stock takes as required and assist in inventory management.
- Report any errors or issues with MOs that prevent you from continuing the kitting process, ensuring they are resolved in a timely manner.
- Report any damaged stock found during the kitting process to your Line Manager.

- Process kitting delivery orders as requested by your Line Manager, ensuring delivery to the correct location.
- Receive deliveries and ensure all items are appropriately logged into the 'Goods-in' area.
- Take out general rubbish and recycling in accordance with company procedures.
- Follow a methodical approach to ensure adherence to operational procedures for the stores.
- Book metalwork in and out to the appropriate providers as per procedure.

## SKILLS AND EXPERIENCE REQUIRED

Experience	<ul style="list-style-type: none"> <li>– Minimum 3 years Stores experience, ideally in an engineering or manufacturing background</li> </ul>
Professional Skills	<ul style="list-style-type: none"> <li>– Experience using stock management software and/ or ERP systems such as Odoo</li> <li>– Good computer literacy including Microsoft Outlook, Excel and Word</li> <li>– Forklift Licence - counter balance B1 up to and including 5 ton</li> </ul>
Personal Skills	<ul style="list-style-type: none"> <li>– Excellent communication skills, both written and verbal</li> <li>– Ability to manage and prioritise multiple tasks at once</li> <li>– Meticulous attention to detail</li> <li>– Excellent organisational skills</li> <li>– Ability to work with minimal supervision</li> </ul>

## THE COMPANY - MARK ROBERTS MOTION CONTROL

We are a robotics company doing some serious hardware and software engineering. By robots we mean 6+ axis robotic arms, large multi axis rigs and 2-3 Axis camera platforms. Our products are used globally in Broadcast studios, Stadiums, Movie Sets and Photography studios to capture motion and stills.

MRMC has been at the front of its field for over 50 years. Starting off as a family business, we are currently a medium sized business thriving and growing bigger every year. MRMC is a Nikon Group Company.

### WHAT WE OFFER

Our success is only possible because of the team effort from everyone and we recognise the individual input of each person throughout our design and manufacturing process at MRMC.

#### Benefits:

- Flexitime; our core hours are 10am-4pm
- Private Medical Insurance, for you and your family
- Dental, Optical and Audiological Cashback Plans, for you and your family
- Electric Car Lease Schemes
- Cycle to Work Scheme
- Workplace Nursery Scheme
- Salary Sacrifice Pension Scheme
- Discretionary Bonus Scheme
- Generous holiday entitlement
- Nikon staff discounts
- Training and Development Opportunities
- Ample parking

*If you apply online for a position with Mark Roberts Motion Control, we will use the information you provide to assist in the recruitment and selection process. Information provided on the application form and CV will be retained in all cases in electronic format cases and/or hard copy for as long as is required for the purposes of: the administration of your application, consideration for roles in the future, forming the basis of your employment records, if your application is successful, discharging any legal or regulatory requirements. Mark Roberts Motion Control will process your personal data in accordance with our Privacy Policy which can be found on our web-site. If you need more information on how long your data is kept for, which varies, depending on a stage of recruitment you've gone through, please contact us and we will provide relevant information.*

*By submitting your application/CV online you are confirming you have read and accept the above and you are giving your consent to MRMC to process your personal and sensitive personal data for the purposes explained above.*