



Stores Assistant

A Stores Assistant vacancy has arisen at our headquarters in Odiham, Hampshire. This is a permanent, full time position working in our stores department. The work primarily involves assisting the Kit Production Coordinator, in maintaining adequate stock, preparing and despatching Kit orders in an efficient manner to meet customer requirements. Additional duties may involve driving the Company vehicles as required, carrying passengers, goods, fluids or other samples for laboratory testing, making other collections/deliveries, and doing general errands as may be required.

Some of the duties are listed below:

- general housekeeping to maintain a clean, tidy and orderly Kit area;
- assemble and pack sample Kits ready for despatch;
- control the electronic Stock Control system and maintain specified stock levels;
- liaise with Accounts and Sales & Marketing as appropriate;
- liaise with Carriers for delivery and collection of packages;
- take delivery of goods in., checking items as described in Company Quality Assurance procedures;
- maintain records;
- driving, e.g. to make collections and deliveries, as required;
- ad hoc items of general basic maintenance, as required;
- undertake other duties, as may reasonably be requested;
- part of the work involves some manual handling/lifting.

We are looking for applicants who are enthusiastic, motivated, with a willingness to learn, who are able to use their initiative, and think independently. The successful candidate should:

- have multi-task experience and be able to work without constant supervision;
- have a reasonable standard of Maths and English and legible handwriting;
- be a careful, methodical and orderly worker;
- have a flexible attitude and be able to work to tight deadlines;
- be computer literate and familiar with Microsoft Office suite of programs;
- have a full clean driving licence with category B.

Further driving categories of B+E, C1 and C1+E, would be an advantage but are not essential.

The 37.5 hours per week, 7.5 hours per day, will be Monday to Friday. You will be joining a stable and well-established organisation in state-of-the-art offices offering a very comfortable working environment with a purpose-built facility. Benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi, and on-site parking.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to: recruitment@spectro-oil.com.