



Elma UK, the UK subsidiary for the Elma Group, specialises primarily in the design, manufacture and integration of electronic packaging and processing systems used in a wide range of applications from Industrial Control through to Radar processing and Air-Traffic Management spanning Aerospace & Defence, Industrial Automation, Communications and Transportation. Also from the company's 30,000sq ft facility in Bedford, thousands of standard catalogue components produced at Elma factories around the world are distributed to UK based customers.

Warehouse Stores Assistant

We are looking for a Warehouse Stores Assistant to join our team at our Bedford site to work within a modern Electro-mechanical stores department.

The job:

To work with a small team to manage the delivery of kits of materials to the production teams who assemble products used in the Aerospace, Military, and other high technology industries.

Key Skills

- Good attention to detail especially when locating and picking materials
- Have the initiative to work both independently and as part of a team
- Good communication skills, both written and verbal
- Good numeracy & computer skills, competent when moving around different computer applications
- Ability to manage and prioritise workloads
- A reasonable level of fitness and good physical health due to the need to handle some heavy products

Note: Key skills will be reviewed at interview

Main tasks

- Identify and book in items on to a stock control system labelling the parts.
- Kit material from stock locations to meet manufacturing start dates
- Stock control: Supplying replenishment materials to maintain Kanban's Complete stock cycle counts and assist with annual stock take
- Raise shipment paperwork, prior to booking courier and freight collections
- Pack and dispatch items up to 25kg in weight for shipment within the UK and overseas
- Create and maintaining shortage lists for picked kits
- Answer material queries from the Production team

The person:

We are looking for an individual with a can-do attitude, who is proactive and enthusiastic with a good work ethic, wishes to learn new skills and develop.

Qualifications required:

GCSE Grade C and above in English and Mathematics or equivalent

What we offer:

- Competitive salary circa £19k
- Company pension scheme
- Discretionary company bonus
- 33 days holiday (including statutory days)
- Free parking and easy access from the A421
- Medical cash plan & retail benefits
- Long standing established company

Full training in the role will be provided

If you are interested in the position, please send your CV and covering letter explaining why your skills and experience match Elma's requirements for this position, to info@elma.co.uk or by post to;

FAO Simon Naylor

Elma Electronic UK Limited

Solutions house

Fraser road

Priory Business Park

Bedford

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Successful applications will be contacted within 2 weeks of receipt of their application.

<http://www.elma.co.uk>
