

JOB DESCRIPTION

Job Title	Labourer/FLT
Reports To	Assembly Manager
Function	Carrying out labouring / stores activities
Version/Date	February 2025

Company / Function

The Engineering function is a multi-disciplined team that provides technical support to all other functions and is responsible for product design, innovative product development and the delivery of the complete manufacturing and technical data packs associated with our contracts. The team also provides hands-on support for installation, testing and commissioning of new equipment, both internally and at our customers' sites, all over the world.

Job Purpose

To work as part of the PEL Production Team to carry out labouring duties assisting all areas. Assisting stores with the receipt and processing of delivered goods and their documentation. Assisting with the packing of parts in line with project requirements. Raise and communicate any product issues with the QCM & Project Managers. Communicate with all staff / contractors & visitors in a professional and courteous manner.

Key Responsibilities

1. Documentation: Ensure that all the delivery paperwork (Internal & external) are handled correctly. Including entry onto DMS system
2. Product Movement / Identification: Segregation of in-coming parts to relevant project holding areas and marking of parts in-line with company procedure. Movement of parts to build / spares areas
3. Packing & Despatch: Carry out packing & despatch demands as required
4. Concerns Management: Ensure that all product / process issues are raised, assist with investigation and implementation of suitable containment action and where applicable work with other staff to implement corrective action
5. Labouring / Stores Tooling: Ensure tooling remains fit for purpose, reporting any defects to QCM
6. Health & Safety: Ensure company health & safety requirements are followed and ensure stores areas remain safe & tidy. Assist with the correct segregation / handling & disposal of waste material.
7. Other: To assist with purchased part inspections as required. Assist with other reasonable business requirements when needed and / or requested

Skills/Experience

- Ability to navigate & use PEL DMS system.
- Fork Lift Truck licence
- Practical knowledge of PEL products and part numbering.
- Full UK Driving Licence

Personal attributes and other requirements

- As a defence contractor, we have a number of security obligations placed upon the Company, which means that all our staff must be able to successfully achieve the relevant security clearances.
- You will be expected to support in-house training programmes, as required.

Additional Information

- Willingness and flexibility to work extra hours when required ensuring project deadlines are met and delivery of product to end user
- Performance review and appraisal will be carried out annually

Working Conditions

- Typically, site based (Newcastle upon Tyne) but occasional travel may be required across the UK and with potential periods overseas when required