

## JOB DESCRIPTION

<b>Job Title</b>	Spares Operative
<b>Reports To</b>	Spares Team Leader
<b>Function</b>	Operations
<b>Version/Date</b>	1.0 February 2025

### Job Purpose

Supports the wider operations team in carrying out activities in the execution of spares orders. Assisting with the receipt of delivered goods from the stores team to ensure they are stored in the correct location for the next process. Creating the shelving space for each new project, ensuring the correct space is allocated. Working within the spares team; carry out any kitting, pre-packing (including labelling), measuring of final packaging requirements and final packing of spares orders. Raise and communicate any issues with the team leader as required.

### Key Responsibilities

Reporting to the spares team leader, you will take responsibility for:

- Assist goods in with storage location of new incoming goods for inspection or packing.
- Using the relevant business databases, review requirements by priority, alongside the spares inspector.
- Understand kitting requirements from a Bill of Materials to carry out the tasks required for each project.
- Take measurements of the deliverables for each spares project, taking into account the kind of packaging required, to allow the projects team to purchase the correct packaging for shipment.
- Carry out any pre-packing, including labelling, for projects where there's multiple deliverables.
- Carry out final packing for projects ready for despatch.
- Advise the relevant project manager of the weights/dimensions of each package ready for despatch.
- Ability to report on a weekly basis on the status of any due project.
- Strictly adhere to all health and safety guidelines and company policies to ensure a safe working environment for yourself and your colleagues.
- Ensure correct manual handling techniques are used when lifting or moving heavy items to prevent injury.
- Communicate any issues or delays to the team leader to ensure smooth operations.
- Assist in maintaining an organised and tidy workspace to improve efficiency and risk reduction.

**Competencies**

- A self-starter and multi-tasker who can work at pace.
- Is inquisitive and demonstrates the ability to develop solutions.
- Competent in the use of MS office applications (Excel, Word, Outlook).
- Takes ownership and responsibility for own actions but has good judgement when to seek help from others.
- Good organisational skills with the ability to prioritise tasks effectively in a fast-paced environment.
- Can understand a Bill of Materials.
- An ability to read/understand technical drawings would be desirable.
- Experience and knowledge of commercial packaging standards and associated shipping legal requirements.
- Experience and knowledge of packaging materials and methods for protection and transporting heavy loads.
- Strong awareness of health and safety practices in a factory setting.

**Personal attributes and other requirements**

- Holds a valid UK driving licence.
- Willingness and flexibility to work extra hours when required to meet project deadlines.
- Actively seek to improve processes and the work carried out especially in the spares cell.
- 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.

**Working Conditions**

- Fully workshop-based activities.