



## **Stores Person**

### **Who we are**

We are an exciting and dynamic company that works at the cutting edge of automation technology. Focussed on the fast moving entertainment industry, we design and sell premium products that allow designers and artists to express their creativity and push boundaries through the use of eye-catching scenic motion.

As specialists in the live entertainment arena Kinesys products can be found in use in venues and on pop concerts, TV shows, films and corporate events across six continents and has a reputation for quality, design and service that is second to none.

### **What you'll be doing**

Our customers come to us because they know we'll deliver what we promise. The show can't happen without us. Our reputation depends on it, so we don't take chances; we plan, we prepare and we deliver. You'll be a key part of our operation here, ensuring our manufacturing team have what they need.

Reporting to the Stores Manager, you'll be taking receipt of goods, ensuring they're efficiently and accurately organised in our Stores, and packing and despatching orders to our customers.

### **How you'll do it**

- You'll process Goods In through the correct process
- You'll be unpacking and distributing Goods In deliveries to their correct place within Stores and keeping accurate records of stock
- You'll be picking production kits for the manufacturing team to build customer orders, notifying the Purchasing team of any shortages
- You'll pick finished products for customer orders, package up the orders and ensure they're ready for dispatch
- You'll conduct regular stock takes of our component parts, ensuring accurate records are kept up to date
- You'll be required to operate at the highest standards of health and safety, with a safety-first mentality, raising any potential risks with the Stores Manager
- You'll be operating a Powered Stacker truck to access and store goods on pallet racking
- You'll work with the QA Manager and Stores Manager to implement any changes required for quality improvements

### **Who you are**

- You're super-organised, thrive on order, and like to have everything in its place.
- You've got an eye for detail and take pride in the accuracy of your work
- You like structure and process



- You've got a customer service attitude and do what you can to help make your colleagues' lives easier
- You take part and join in. You understand that you have a voice and enjoy collaborating with others to make things happen

### Your experience and knowledge

- You've got experience of working within a manufacturing environment
- You've got knowledge of electro-mechanical and electronic parts
- You've got basic knowledge of health and safety best practice in an electronics manufacturing environment
- Experience of operating a Powered Stacker Truck is desirable, but not essential

### What you'll get at Kinesys

Competitive salary

Contributory pension scheme

Annual leave, 23 days (pro rata) rising by one day per year of service to 25days (+ Bank Holidays)

Extra guaranteed holiday on Christmas Eve and New Year's Eve (in addition to normal holiday entitlement)

Flexible working (core hours policy)

Season Ticket Loan

Annual £200 Entertainment Fund to spend on concerts, theatre, cinema

Childcare Voucher & Cycle to Work schemes available

Onsite gym and parking

### Contact details & Location



+44 (0)20 8481 9850



kinesys.co.uk



info@kinesys.co.uk

Kinesys, Unit 2 Kempton Gate, Oldfield Road,  
Hampton, Middlesex, TW12 2AF, UK

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