JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Materials Management Operative	**Location:** Hunmanby, Head Office UK
Department: Warehouse/Stores	**Contract:** Permanent, Shift (Mon-Thurs) 06:00-14:00 / 14:00–22:00 (Fri) 06:00-12:00 / 12:00-18:00
Reports To: Warehouse Manager	**Direct Reports:** None

1.0 Job Summary & Role

Deep Sea Electronics (DSE) is a global leader in the design and manufacture of generator controllers, automatic transfer switch controllers, battery chargers, and vehicle control systems. With customers in over 150 countries and a reputation for innovation, quality, and reliability, we continue to invest in our people, products, and processes.

To carry out Warehouse processes and functions which will include the despatching of outgoing products, receipting of incoming goods and supply of requested material across the main site and globally.

Due to the known consignor duties carried out the operative will need to **provide 5 years work history** including confirmation of dates from previous employers where possible. A basic DBS check will be also be required for this role.

2.0 Key Responsibilities & Main Duties

- Responsible for collating, packing and despatching of outgoing goods
- Responsible for ensuring incoming goods are received as ordered, recorded, and stored correctly and safely
- Operating Warehouse vehicles safely, efficiently and in accordance to the external training given
- Loading and unloading of vehicles
- Ensure the housekeeping within the immediate warehouse area and select external areas are maintained to a high standard
- Collating waste component / packaging material suitable for general waste / recycling across the site
- Carrying out periodic stock counts in line with company requirements
- Working in line with Production planning to deliver parts from the Warehouse to all Production areas
- Pick and deliver requests of parts from the Warehouse to a recipient or department
- Unpack parts ready for Production use
- Deliver finished goods from the Production area to the Warehouse
- Maintain FIFO when picking and putting away product on Warehouse / Production shelves

3.0 Internal & External Relationships

- Liaising with Sales team regarding the despatching of finished products via email / telephone
- Liaising with Purchasing team regarding incoming goods via email / telephone
- Liaising with external couriers / hauliers over deliveries and collections

- Liaising with other departments / individuals throughout the business over material requests / requirements

4.0 Key Performance Indicators

- Ensure that finished products are collated, packed and despatched correctly within defined schedules
- Ensure parts picked, processed and delivered in the correct quantities to the correct location / Individual outlined in the material request
- Ensure that all products (finished and component) are stored correctly within their Warehouse location in line with FIFO
- Ensure that component stock is receipted in correctly to reduce accounting queries
- Jobs in Production being started and delivered on time
- Eliminate non-value-added times from Production Operatives
- Production / Warehouse areas are free of Waste material that is correctly stored / disposed of
- Demonstrate the ability to take responsibility for own tasks whilst working as a part of a team
- Demonstrate the ability to understand and complete stores tasks following Standard Operating Procedures (SOP's)

5.0 Essential/Desirable Factors

Knowledge	
Essential: • Minimum of 2 years in fast paced warehouse environment • Understanding of similar role in manufacturing environment	Desirable: • Demonstrate the ability to understand and complete stores tasks following Standard Operating Procedures (SOP's)
Skills & Attributes	
Essential: • Confident IT skills (MS Word and Outlook) • Good communication skills (telephone and email) • Team player • Can do attitude • Good organisational skills	Desirable: • Use of MRP Software e.g. Epicor
Experience	
Essential: • Receiving goods from suppliers • Despatching products to customers • Understanding importance of housekeeping	Desirable: • Handling of export paperwork • Use of MRP Software e.g. Epicor
Qualifications	
Essential: • GCSE in Maths and English of C and above, or equivalent • A satisfactory basic DBS check	Desirable • Forklift truck training • VNA vehicle training • Known Consignor program understanding

Created by	**Dated Created**
Warehouse Manager	November 2026