

**Job Title - Stores Person**

Date position required:	October 2017
Reports:	None
Salary:	Competitive
Benefits:	Pension, Salary Sacrifice
Site:	hofer powertrain UK, Warwick Innovation Centre (CV34 6UW)
Applications required by:	ASAP
Application format:	CV and covering letter

hofer powertrain – Part of the hofer AG (Group)

hofer, established in the 1980's, is a privately owned, German based, automotive engineering consultancy growing to in excess of 1,000 people over the next few years. We work with many of the world's automotive OEMs, Tier 1 suppliers and automotive technology centres and have numerous powertrain components in mass production including hofer designed electric motors and hybrid modules to full dual clutch transmissions.

With numerous offices across Germany, Austria, Italy, America, China and the UK, hofer has a truly global presence allowing comprehensive support for powertrain projects across all vehicle sectors.

- Specific sites setup to support many of the German OEMs
- hofer mechatronik GmbH (Part of the hofer group) is the largest independent automotive hydraulics consultancy in the world
- Involved in many current and future AT, AMT, DCT and MT volume transmission design projects from clean sheet to production
- hofer has its own inverter / electric control technology and has designed hybrid modules and e-motors that are in production across the world
- Full design to production experience of hybrid powertrain technologies from energy storage to the road
- Full engine and motor driven test capability
- Production supplier to VAG group

As part of hofer groups global growth, and the continuing expansion of hofer powertrain UK, a vacancy has arisen for a Storesperson to join the business at the Warwick office. Reporting to the Purchasing Manager, hofer powertrain UK is recruiting a Storesperson with a minimum of 2 years' experience in a stores/goods-in/workshop/stock control environment.

The key functions of the role:

Management of all materials within the company's quality management system, including the conformance to all appropriate Health & Safety regulations.

Receipt of parts, including the off-loading and loading of materials from third party delivery solutions

Booking goods into the parts management database

Ensure quarantined parts are isolated

Manage material flow from goods-in, to stores to prototype build

Responsibility for stock inventory, management and control

Keeping the stores area organised, clean and tidy

Kit parts for prototype build

Shipment of parts, sub-assemblies and full assemblies to the UK, Europe and Rest of World

Liaison with Engineering, Programme, Purchase and Quality teams.

Flexibility to help in the workshop and office areas as required

Qualifications / Education / Experience required:

GCSE's or equivalent in English and Maths

Familiar with manual handling regulations.

A minimum of 2 years' experience in a stores/goods-in/workshop/stock control environment with a good fundamental understanding of material flow and traceability in a prototype/low volume production environment.

Ability to work with multiple tasks and prioritise accordingly.

A confident communicator with a customer focused attitude.

PC literate and able to confidently use MS Office products.

Other beneficial attributes:

Experience of stock control software

Certified in the operation of material handling equipment such as forklifts and pallet trucks etc

Personal attributes:

Good attention to detail.

A positive attitude with a high level of self-motivation and self-reliance.

A willingness to operate outside their normal comfort zone.

Well organised and able to remain focused under pressure.