

NHV Group – Store Keeper

The Storekeeper is responsible for supporting the Engineer group by transferring parts, products, tools and equipment and ensuring everything is logged correctly and easy to find in the warehouse. The storekeeper reports hierarchically to the Part-145 Ch

RESPONSIBILITIES & DUTIES

Technical

- Attend the need of parts/products/tools by the mechanics. This means looking into the software system to locate these items and go and collect them (pick items) and arrange transport where necessary.
- Responsible for ensuring parts are in their correct location within Stores and match within the Rusada system. Where any are found to be misplaced, the Storekeeper is responsible for correcting.
- Attend to the delivery of parcels and parts (internal/external) and register those deliveries by performing a quality and quantity check and this by following the internal processes and procedures correctly.
- Carryout inventory 'spot' checks on a regular basis and remove expired items.
- Responsible for the cleanliness / tidiness of the Store area.
- Register, evaluate (unserviceable/defective) & process returned items for repair, waste or re-use : return to supplier or manage if repair needed.
- Any other duties as directed by the Store Coordinator or Supply Chain Manager.

Logging

- Log out the delivered items accordingly and correctly, by following the MOE procedures and internal rules (also in software system).
- Credit back unused items.
- Register the return of tools.
- Organizing transport with importance being placed on urgency when required, using NHV preferred transport suppliers.

Skills & experience

EXPERIENCE

- Preferably relevant experience as a Storekeeper.
- Experience in warehousing or logistics through internships or previous employment.
- Relevant experience in aviation environment.
- Must possess a driver's license (relevant for driving in UK).
- Must be able to attain a Disclosure Scotland or for England must obtain the basic disclosure through the

Disclosure and Barring Service.

SKILLS

- Excellent knowledge of the English language is mandatory.
- ICT literate with knowledge of excel (mandatory).
- Be able to work on own initiative and as part of a team.
- Rusada system experience is a benefit.
- Must possess excellent organizational skills.

What we offer

You'll be welcomed in a young and exciting company. Based on your skills and competences, you'll be offered a competitive salary with extra legal benefits.

The opportunity can be taken to widen your knowledge and skills.

<https://nhv.be/>