

SAAB SEA EYE

Stores Operative

Join us in creating the most innovative underwater robotic technology for the harshest environments in the deepest oceans and most turbulent waters.

We lead the world with the most advanced engineering, electronics and software systems for pioneering electric underwater technology.

We don't just create products – we are revolutionising the underwater world!
So come and be part of an innovative and agile team that is dedicated to smart and inspired technology that is rapidly changing the future of underwater robotics.

The role:

Perform a variety of activities that include receiving and processing incoming stock and materials, picking Work Orders and Sales Orders in accordance to the MRP schedule, packing and shipping orders to customers, and organising and retrieving stock.

Main Responsibilities:

- Receive goods and materials accurately/efficiently via Goods Inwards in accordance with the delivery schedule on MRP.
- Process all goods receipt documentation including scanning, deal with booking in problems with Purchasing and ensuring non stock orders are delivered to individuals.
- Locate stock into the correct locations from QC or Good Inwards, ensuring all stock is safely stored and stock rotation techniques are applied at all times.
- Ensure that all stock is labelled and packed appropriately to ensure it is easily identifiable and free of contamination/damage.
- Pick work orders and sales orders in relation to picking lists, ensuring excellent levels of accuracy.
- Perform general manual activities in stores area such as loading, unloading, sorting, cleaning and stock movements and follow manual handling guidelines for physical stock movements ensuring appropriate lifting equipment is used where appropriate.
- Ensure that the yard is organised, clean, safe and stock is located appropriately according to its physical size – including COSHH cabinet and oil store.
- Support the processing of waste collection in line with the business requirements.
- Respond to hatch enquires with the appropriate level of urgency.
- Processing of online stores requisitions in an accurate and timely manner.
- Accurate processing of daily KPI's, and product/part details such as new locations updates.
- Maintain all stores related equipment and vehicles and report any malfunctions to Materials Supervisor.
- Maintain high levels of stock accuracy and report any stock discrepancies to the Materials Supervisor.
- To ensure all systems and sales orders are packed to a high standard and correctly labelled for courier collections.
- To ensure crates and packing materials are ordered in a timely manner to meet system, production and internal sales deadlines.

The role is based full time at our Fareham premises and attracts a competitive salary and benefits package.