



RECRUITMENT

REFERENCE NUMBER:	LOGOP1219
JOB TITLE:	Logistics Operative
LOCATION:	Denham, Middlesex

Martin-Baker is the world's leading manufacturer of ejection seats and related equipment.

It is the only company that can offer a fully integrated escape system that satisfies the very latest in pilot operational capability and safety standards. Martin-Baker offers a complete 'end-to-end service', from helping the customer to establish operational safety and escape requirements, including design, development and qualification, to on-going support throughout the entire service life of the aircraft.

DEPARTMENT NAME:	Manufacturing
-------------------------	---------------

JOB DESCRIPTION

A vacancy has arisen for a Logistics Operative in the Manufacturing department at the Denham site. The purpose of this role is:

- To prepare, pack and label products and components for transport internally and to new and existing customers and suppliers to the required timescales.
- To undertake multi-skilled duties as may be allocated within Stores that the efficiency and effectiveness of the service provided by Stores and associated areas is maintained at the highest level and in accordance with company and departmental objectives.

AREAS OF RESPONSIBILITY:

- Primary and final packing of parts, components and products in accordance with the customer and technical requirements.
- Validating batch numbers, part descriptions and amount against the SAP system and flagging discrepancies to Supervision.
- Ensure that all goods are packed with the appropriate materials according to the instructions, and that labels and addresses are attached and clearly visible/legible.
- Ensuring that delivery instructions are correct and identify the package to be shipped.
- Liaison with the Logistics team and Shipping clerk to ensure that goods are ready for dispatch in accordance with customer and delivery schedules.
- To undertake self-inspection and quality check of work undertaken in accordance with laid down quality standards and procedures and to manage/assist in the successful implementation of on-going process improvements
- To become competent in a variety of multi-skilled duties within Detail Stores, Raw Material Stores and Internal Transport using a variety of processes and techniques in accordance with company and departmental objectives.
- To accurately pick, pack and issue materials, goods and stock from Detail and Raw Material Stores areas in accordance with requirements, including: Carousel operation and picking of small items; and End of Line - picking of larger items to complete the picking process.

- To take receipt of all materials, goods and stock from the main factory and external sources into the Detail Stores.
- Internal transportation – movement of goods throughout the factory including use of the fork lift truck, Robur electric pallet stacker and scissor lift equipment.
- Undertaking duties within Raw Material Stores including: Saw operation – cutting to size and delivery of raw material to the machine shop; and Inspection using basic measuring and part marking tools
- To assist in the successful implementation of ongoing Lean Initiatives including 5S activities and Continuous Improvement programs – training will be provided to reach auditor level within 5S.

EDUCATION & QUALIFICATIONS:

- Basic education including English and Math GCSE (A-C / 4-9)
- Full driving license is desirable - this will enable the successful candidate to be put forward for Fork Lift Truck (FLT) training.

SPECIFIC / TECHNICAL SKILL

- Can work under pressure to balance competing job priorities to agreed deadlines
- Computer literate in Microsoft Office packages including Word and Excel.
- A structured and methodical work style.
- A completer finisher – i.e. someone who always finishes off a task with no loose ends.

PERSON SPECIFICATION:

- Good interpersonal skills – team player
- Physically fit, reliable and conscientious
- Good work ethic / well motivated.
- Strong communication skills – both verbal and written.
- Ability to follow instructions / requests whether verbal or written.
- Willingness to learn new skills.
- Team player (ability to work well with others).
- Punctual
- Attention to Detail
- Drive to achieve results - checks own work, and demonstrates a positive approach.

KNOWLEDGE & EXPERIENCE

Full training will be provided for this position but it will be advantageous if candidates have the following experience:

- Basic stores and packing experience gained from a manufacturing environment, or warehouse.
- Basic grounding in H&S policies and procedures.

For all successful candidates, Martin-Baker will undertake background security checks. As part of this, we will need to confirm your identity, employment history and address history to cover the past five years as well as your nationality, immigration status and criminal record. For positions that require Security Clearance, the successful candidate must hold or be willing to obtain security clearance up to the relevant level for the role.

TO APPLY:

recruitment@martin-baker.co.uk Quoting the REFERENCE NUMBER ABOVE and Salary Expectations