



## **Job Description for Stores Assistant**

### **Overview**

Chess Dynamics is an established Leading Design & Manufacturing business, with several sites across the UK. Our product range is cutting-edge and services the surveillance and defense industries with products that aid specific client requirements - driving innovation is at the heart of everything we do.

### **Key Responsibilities:**

- Receiving and checking material deliveries
- Booking into stock, checking delivery notes and double checking that material identifications are correct
- Kitting for internal and external built assemblies
- Maintaining accurate records of material movements and stock control
- Processing of information such issues, goods received and return transfers onto the computerised stores/purchasing system

### **Key Requirements:**

- Previous experience in stores, goods receiving or dispatch;
- Forklift licence desirable (training will be given to the successful candidate);
- Computer literate & previous experience in utilising a PC based operating/booking system;
- Good communication skills essential as dealing with internal/external customers.

### **What's on Offer**

A competitive salary with benefits including 26 days Annual holiday (Plus Bank Holidays), Contributory Pension, Income Protection, Childcare Vouchers and a High-Street Discounts Scheme.

**If you are interested in applying for this position, please forward your CV and Covering Letter to [recruitment@chess-dynamics.com](mailto:recruitment@chess-dynamics.com)**