



PHOENIX SYSTEMS UK LTD

STORES KIT PICKER

We're looking for a full time Stores Kit Picker to join our Stores Team at our Fareham Head Office.

Phoenix Systems UK Limited are your PCB, and contracted electronics turnkey solutions provider, for the manufacture of electronic equipment and printed circuit board assemblies, to the aerospace, defence, medical, transport, automotive, education and industrial sectors.

If you're interested, submit your CV today!

All applicants are required to email their CV to:
richardl@phoenixsystemsuk.com



STORES KIT PICKER

To ensure the correct Stores procedures for receiving goods, recording, documentation, and issuing are carried out. To maintain minimum stock levels of consumables items.

What you'll do:

- Ensure all goods and materials received are checked, identified, recorded, and stored to the correct procedures.
- Checking against order requirement for quality and type.
- To place incoming parts into kits, suitably protected against damage and to take precautions against damage to parts caused by static discharge.
- To ensure that minimum stock levels of all consumable items be maintained and order all items when necessary.
- Respond to request for issue of stock as required and ensure the correct procedure is followed.
- Ensuring security of stock at all times and allowing only Authorised Personnel into the stores.
- To carry out regular stock taking.
- Updating the computerised stock records i.e., receipts and issues and maintaining computer stock records using networked terminal provided to product: -
 - Stock Issues report
 - Stock Receipts Report
 - Stock Valuation Report
- General Housekeeping duties for cleanliness and tidiness within the Stores area.



STORES KIT PICKER

What you'll bring:

- Excellent communicator, written, IT and verbal at all levels
- Must be able to work under own initiative
- Motivated
- Good time management skills
- Calm and collected with ability to work under pressure
- Structured and logical approach to problem solving
- Great attention to detail

Why Phoenix Systems?

We are a family run business with over 20 years of experience and competence in the PCB, PCBA, electronics manufacturing and turnkey box build assembly facility, always embracing and investing in the latest cutting edge technology.

- Perks at Work membership providing 100s of discounts with a range of brands
- Pension Scheme
- Maternity/ Paternity packages
- Early finish Friday
- 24 Days Holiday with the ability to buy up to an extra 5 days holiday
- Employee referral bonus
- Free parking