



# BE PART OF OUR TEAM

## Driver / Stores assistant – Full time

**epm:** technology group  
ENGINEERING MOMENTUM

Epm are seeking a full-time additional Driver / Stores assistant person to support our busy stores and despatch area.

### The Role

- To accept deliveries and ensure that they are correct to delivery notes and purchase orders.
- Book goods in on the system using Sage Line 50.
- Ensure all documentation is scanned and archived electronically.
- Manage the correct storage of all items (stock, goods-in/out and customer property)
- Carry out regular stock checks in order to maintain stock levels.
- Be accountable for the traceability of stock
- Book out stock via the daily issue sheets using the correct procedures.
- Delivering of parts to client facilities.

### About you

- A practical thinker, good at identifying problems and finding solutions.
- A thorough person with very good attention to detail.
- A good communicator.
- A team player who motivates people and encourages efficient team working.
- Presents a professional company image both internally and externally.

### Qualifications, knowledge and skills

- Must have experience in a stores environment (minimum of 2 years).
- Must hold a full clean drivers licence.
- Be computer literate.
- Be familiar with stock taking and stock rotation.
- Have good communications skills.
- Have good attention to detail.
- Be a team player in order to enable the smooth running of the stores facility at all times.



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- Be able to balance multiple work requirements efficiently and effectively.

**Desirable:**

- Able to use Sage Line 50
- Able to use a fork lift.