

## Job Description / Person Specification

APPRENTICE STORES OPERATIVE		
<b>Department:</b> Workshop	<b>Company:</b> AESSEAL Marine plc	<b>Job Ref No:</b> AWO/0222-701
<b>Reporting to:</b> General Manager	<b>Location:</b> Unit 4, Venlo Industrial Estate, Knowles Street, Bradford, BD4 6HA	
<b>Job Holder's Name:</b>	<b>Signed:</b>	<b>Date:</b>
<b>Manager's Name:</b>	<b>Signed:</b>	<b>Date:</b>

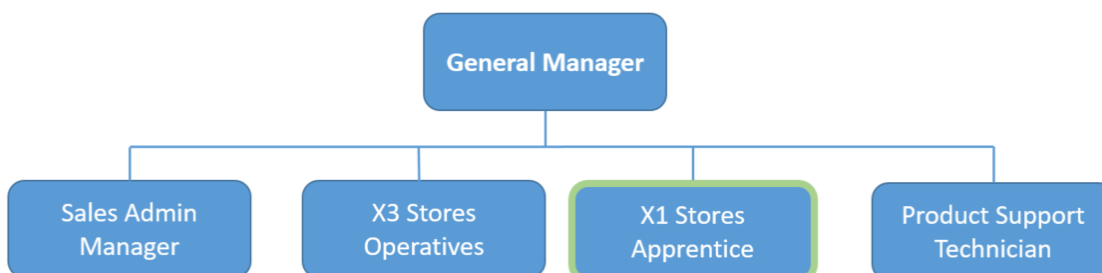
### 1. Job Purpose

AESSEAL Marine plc is a leading specialist in the design and manufacture of Mechanical Seals and reliability focussed solutions. The Apprentice Stores Operative role is an integral part of the workshop team and plays a major part in delivering world class products to our customers around the world. The key principles of the role are to assist with general workshop duties as listed below to help the Company achieve on time delivery and provide exceptional customer service.

### 2. Job Dimensions

- 2.1 Goods In
- 2.2 Past Inspection/Put away of goods
- 2.3 Etching/Testing and Inspection of seals
- 2.4 Picking/Despatch
- 2.5 Stock Control
- 2.6 Seal Assembly functions
- 2.7 Seal Repair functions

### 3. Organisation Chart:



#### 4. Principal Accountabilities

- 4.1 Pressure testing of Mechanical Seals
- 4.2 Inspection of Mechanical Seals
- 4.3 Mechanical Seal assembly
- 4.4 Picking / putting away components from storage carousels
- 4.5 Assist with goods in and despatch
- 4.6 Stock/Inventory Control and General workshop tasks
- 4.7 Seal Repair functions including the use of polishing and lapping machines.

N.B this list is not exhaustive, the job holder is required to carry out reasonable tasks within his/her level of skill and ability.

#### 5. Skills, Knowledge and Experience

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		<ul style="list-style-type: none"><li>• GCSE's (or equivalent) Grade C+ in Maths and English</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• IT literate</li></ul>	<ul style="list-style-type: none"><li>• General understanding of engineering processes</li></ul>
<b>Experience</b>		
<b>Character</b>	<ul style="list-style-type: none"><li>• Desire to provide exceptional customer service</li><li>• Eager to assist in the continuous improvement of the organisation</li><li>• Ability to promote, embrace and manage change</li><li>• Contribute to a happy working environment</li><li>• Effective communicator</li></ul>	