Unit 3
Stourton Link
Intermezzo Drive
Leeds
LS10 1DF

Tel:
+44 (0) 113 270 4841

Email:
hr@steepergroup.com

www.steepergroup.com

Driver / Stores Operative

Steeper Group is a privately-owned business that was formed almost 100 years ago. Since then we have expanded across prosthetics, orthotics and assistive technology – with a focus on creating significant turning points in individuals' lives through exceptional clinical services and award-winning products.

We are a true leader in our market. From humble beginnings, we have grown to become one of the UK's largest suppliers of Orthotic, Prosthetic and Assistive Technology products. Uniquely, we combine age-old craft skills with the latest innovations in manufacturing and materials.

Steeper's vision is to create life's turning points, together. We aim to do this with innovative prosthetic, orthotic and assistive technology products and services.

We currently have a vacancy for a motivated team player to join the logistics team working at our busy manufacturing site in Leeds.

The successful candidate will contribute towards the efficient day to day running of the logistics department, ensuring department processes and procedures are adhered to along with delivering a positive customer experience to ensure we are a world class manufacturing company.

Duties/ Responsibilities:

In this role, you will undertake the full duties of a stores operative and provide absence cover for the logistics drivers by delivering goods directly to the clinics.

In addition, you will:

- Pick stock orders, and check goods against sales order and prepare for despatch.
- Liaise with customer service, purchasing, costing and quality teams where necessary to process all queries and urgent orders effectively.
- Log and box returns to suppliers and goods to be delivered to clinics, including producing accurate despatch notes
- Check incoming orders, book in on the computer and put away stock
- Line feeding the factory
- When required, loading, transporting and delivering goods to clinics in a safe, timely manner
- Abiding by all transportation laws and maintain a safe driving record
- Take part in pre-planned stock takes and other tasks outside of standard working hours (paid at relevant overtime rate or time can be claimed back in lieu)
- Process all work through company IT systems accurately.
- Ensure that the work area and surrounding areas of the business are clean, tidy and a safe working environment.
- Other duties requested by line manager

IT skills and computer literacy are essential due to the requirements to accurately input and log data. Due to the driving requirements, a full driving license is required (Transit van). Attention to detail and the ability to communicate effectively and professionally are also crucial.

If you feel you have the necessary attributes to be considered for the above position, to apply, please complete an application form or submit your CV. Application forms can be obtained by emailing the HR team on

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Vacancy

(hr@steepergroup.com). Alternatively visit https://www.steepergroup.com/about-steeper/our-people/careers/ and download an application form from the website.

Due to the high volume of applications we anticipate we will receive for this role, in the event you have not heard from us within 14 days, we regret to inform you that you have been unsuccessful in your application.

Steeper is committed to valuing diversity and treating everyone who works for or wishes to work for us fairly. We will treat everyone with the same attention, courtesy and respect, regardless of age, impairment, ethnic origin, nationality, religion or belief, social class, sex, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents, pregnancy and maternity or trade union activity. Steeper is committed to act positively towards disabled people and we actively welcome applications from disabled people.