

Unit 3
Stourton Link
Intermezzo Drive
Leeds
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Tel:
+44 (0) 113 270 4841
Email:
hr@steepergroup.com

www.steepergroup.com

Vacancy

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:

- Ensure all supplier deliveries are processed within a working day.
- Check goods against despatch notes and sales orders.
- Process all work through company IT systems accurately.
- Monitor and report KPI's on volumes received for different areas of the business.
- 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, both from trial fit and for credit.
- Manage remote orders.
- 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.
- Pick and put away stock
- 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)

You will need excellent attention to detail and be able to demonstrate excellent communication. You will also need good IT skills and computer literacy.

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 (hr@steepergroup.com). Alternatively visit www.steepergroup.com/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.

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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.