

Person specification

Company name: AGH Solutions Ltd

Job title: Engineers Storekeeper

Criteria	Essential	Desirable
Qualifications	<p>GCSE A-C level or equivalent in Maths English and Craft Studies.</p> <p>H&S training.</p> <p>NVQ 2 qualification or equivalent experience in a building service discipline.</p>	<p>Computer skills training such as European Computer Driving Licence or equivalent.</p> <p>Health & Safety IOSH qualification</p>
Skills/competencies	<p>Good interpersonal skills, able to communicate effectively at all levels within the organisation and with external stakeholders</p> <p>Experience with Microsoft Office and able to maintain required records for stock distribution and control.</p> <p>Able to demonstrate a flexible approach and use own initiative in relation to problem solving</p> <p>Ability to work as an individual with a minimum of supervision and as part of a team.</p>	
Knowledge	<p>In-depth knowledge of electronic stock management systems.</p> <p>Able to demonstrate a reasonable knowledge of Health & Safety requirements in the workplace and how these should be applied in relation to tasks and situations.</p> <p>Has knowledge regarding the safe use of portable tools and access equipment and modern fixing techniques.</p> <p>Product knowledge relating to engineering components & spares.</p> <p>Knowledge of the work requirements and patterns of other trades.</p>	
Experience Required	Experience of working within a stores/distribution environment aimed at	Experience of procurement ordering systems and data base software.

	<p>ensuring an appropriate level of support to a maintenance function.</p> <p>Knowledge and experience of stores/distribution</p> <p>Experience of working within an Estates maintenance environment carrying out low level maintenance tasks.</p> <p>Experience of carrying out admin duties</p>	
Special attributes	<p>Willingness to learn and to attend training courses as required.</p> <p>Ability to work at height using access from ladders/scaffolds etc.</p>	
Personal qualities	<p>Demonstrates a positive and proactive attitude to work.</p> <p>Ability to lift reasonable weights.</p> <p>Willingness to work in a range of differing conditions.</p> <p>Flexible approach to working hours, including weekends and bank holidays.</p> <p>Adaptable to change.</p>	