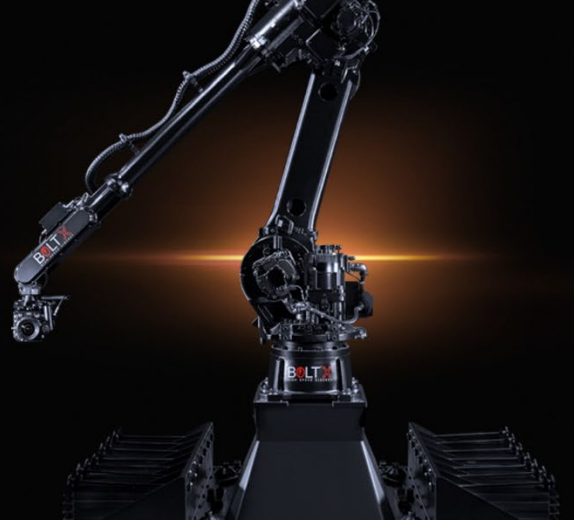


Mark Roberts Motion Control

Stores Manager



Location	Blindley Heath, Surrey, RH7 6JP
Reporting To	Manufacturing Services Manager
Contract Type	Permanent, Full Time
Salary	Depending on Experience

THE ROLE

The Stores Manager ensures that the warehouse operates smoothly and efficiently, maintaining a high standard of quality control, safety and organisation. You will be responsible for managing a small team, optimising inventory and stock handling, implementing process improvements, ensuring adherence to company policies and procedures, and providing key reports to management.

The Stores Manager oversees the smooth flow of goods, timely order fulfilment, and compliance with safety and company standards, while continuously identifying opportunities for improvement to meet business objectives.

MAIN RESPONSIBILITIES AND TASKS

- Manage Stores Officers to ensure their KPIs are met with regular performance reviews to maintain required standards within Stores. Manage and maintain staffing levels, training, scheduling, and ensuring safety standards are met and adhered to at all times. Manage any Employee Relations issues of Stores Officers in line with company policies and procedures.
- Manage and maintain an organised warehouse layout that allows for efficient flow of goods. This includes setting up storage systems and optimizing space usage.
- Manage the quality control within Stores by monitoring product quality during storage, managing returns or damaged goods as necessary.
- Identify opportunities to improve operational efficiency, reduce costs, and streamline workflows through the use of technology, continuous improvement and better logistics practices.
- Manage and oversee the receipt, storage, and kitting of goods. This includes maintaining accurate inventory records, tracking stock levels and locations, and coordinating with the production team.
- Ensure that Manufacturing Orders (MOs) are processed accurately and efficiently, monitoring staff performance and correcting as needed. This includes overseeing picking operations to meet deadlines.
- Health and Safety compliance is adhered to at all times by reviewing, improving and implementing safety protocols, ensuring proper training on equipment usage, and comply with legal and regulatory requirements related to warehouse operations.

- Provide regular reports on warehouse performance and efficiency, inventory levels and locations, and any operational challenges to Management.
- Maintain up-to-date knowledge of products, Odoo, and relevant procedures through continuous learning and training.
- Comply with Nikon’s training requirements and consistently apply company policies in daily operations.
- Manage and oversee warehouse operations and ERP system to identify bottlenecks or inefficiencies and implement process improvements and/or new technologies to support improvement plan.
- Ensure regular checks or cycle counts of inventory are carried out to verify accuracy of quantity and location, ensuring no discrepancies between physical stock and system records.
- Effectively collaborate with other departments (e.g., Procurement, Production, Logistics, Finance or Customer Service) to align warehouse operations with business goals.
- Manage and ensure all requests from the Service departments for swift deployment of products to satisfy warranty replacements, missing order items, or faulty items to meet customer requirements.
- Manage and maintain warehouses and their stock levels, safe storage, tidiness, H&S requirements, accessibility, fork lift accessibility and safe operation.
- Manage staff and assist where necessary to improve productivity. Maintain a positive, can-do attitude and provide achievable targets in line with KPI.
- Complete Bi-annual full stock takes to ensure stock is an accurate record of physical compared to recorded. Liaise with Finance and auditors to handle any compliance queries.
- Ensures goods in are processed swiftly and not backlogging with accurate recording of locations in Odoo. Any discrepancies are to be queried with Purchasing.

SKILLS AND EXPERIENCE REQUIRED

Experience	<ul style="list-style-type: none"> • 5 yrs of warehouse experience (preferably manufactory environment)
Professional Skills	<ul style="list-style-type: none"> • Forklift Licence - counter balance B1 up to and including 5 ton • Fire awareness, First Aid, Manual Handling and General Health and Safety Qualification an advantage • ERP system experience (Odoo an advantage) • Continuous improvement / lean skills • Team leadership experience • Inventory and stock management experience • Excellent computer skills esp. Microsoft and Excel proficiency
Personal Skills	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Ability to manage and prioritise multiple tasks at once • Meticulous attention to detail • Excellent organisational skills • Ability to work with minimal supervision

THE COMPANY - MARK ROBERTS MOTION CONTROL

We are a robotics company doing some serious hardware and software engineering. By robots we mean 6+ axis robotic arms, large multi axis rigs and 2-3 Axis camera platforms. Our products are used globally in Broadcast studios, Stadiums, Movie Sets and Photography studios to capture motion and stills.

MRMC has been at the front of its field for over 50 years. Starting off as a family business, we are currently a medium sized business thriving and growing bigger every year. MRMC is a Nikon Group Company.

WHAT WE OFFER

Our success is only possible because of the team effort from everyone and we recognise the individual input of each person throughout our design and manufacturing process at MRMC.

Benefits:

- Flexitime; our core hours are 10am – 4pm
- Private Medical Insurance, for you and your family
- Dental, Optical and Audiological Cashback Plans, for you and your family
- Electric Car Lease Schemes
- Cycle to Work Scheme
- Workplace Nursery Scheme
- Discretionary Bonus Scheme
- Generous holiday entitlement
- Nikon staff discounts
- Training and Development Opportunities
- Ample parking

If you apply online for a position with Mark Roberts Motion Control, we will use the information you provide to assist in the recruitment and selection process. Information provided on the application form and CV will be retained in all cases in electronic format cases and/or hard copy for as long as is required for the purposes of: the administration of your application, consideration for roles in the future, forming the basis of your employment records, if your application is successful, discharging any legal or regulatory requirements. Mark Roberts Motion Control will process your personal data in accordance with our Privacy Policy which can be found on our web-site. If you need more information on how long your data is kept for, which varies, depending on a stage of recruitment you've gone through, please contact us and we will provide relevant information.

By submitting your application/CV online you are confirming you have read and accept the above and you are giving your consent to MRMC to process your personal and sensitive personal data for the purposes explained above.