

**Packer – Stores Person**

Arrow Valves is a successful company supplying high quality products to the building services industry that prevents dirty water or fluids getting back into the mains water supply. Our production department manufactures goods onsite, and has £1,000,000 worth of stock on hand, we are seeking a Packer – Stores Person to grow this role and make it their own.

* Picking and packing of goods for daily despatch, from small boxes to large packing crates and palatized items.
* Receiving of goods, checking quantities
* Putting stock away
* Replenishing parts bins
* Maintaining stock levels and reporting shortages to the production manager ensuring that lead times will are met from overseas suppliers.
* Pressure testing of finished items
* Light assembly work
* Use of packaged software with stock inventory
* New computerised modular stores system (Carrousel)
* Printing of Labels, Data sheets and instruction manuals.