

Job Description: Stores Person / Stock Controller / Driver

Reports to: Head of Operations

Based at: Blew burton Barns, Aston Up Thorpe, Oxon OX11 9EE

Hours: 5 days a week Mon – Fri (8am – 4pm)

Holiday: 22 days plus bank holidays

David Harber Ltd create sculpture, water features and sundials for high net worth individuals in the UK and internationally. The company sells a range of 'classic' designs and is also commissioned to create bespoke works for private and corporate clients. Every piece is made to commission in our workshop in Oxfordshire.

Position Overview:

The Stores Person is accountable for ensuring the smooth operation of the goods in and out and supporting the fabrication and stone/finishing team. The role requires attention to detail, physical stamina, and the ability to work independently and as part of a team.

This position works for the whole business and primarily the workshop and operations team. The Stores Person should behave inline with our values at all time and should interact with all members of the David Harber team in a courteous and respectful manner.

Key Responsibilities:

Stock Management:

- **Goods in:** Unloading, inspection and booking.
- **Despatch:** Load and manage all despatches.
- **Stock counts:** Conduct Weekly/monthly stock counts.
- **Production supply:** Deliver stock and tools to the fabricators and sculpture technician lines.
- **Forklifting:** Handle forklifting tasks where necessary
- **Rumbling and Stone preparation:** Rumble petals, stones & slate for stock and production.
- **House Keeping:** Maintain stock in an organised and orderly manner.
- **Assistance:** Help colleagues with lifting or shifting items as needed.
- **Yard Maintenance:** Perform magnetic sweeps of the yard for nails and screws.
- **Workshop Waste Management:** Empty all bins and ensure proper disposal of waste where necessary

Driving Duties:

- **Delivery & collection:** of production movements and supplies in a careful and responsible manner
- **Liaising with suppliers** face to face in a respectful way
- **Vehicle Cleaning:** Clean vans and ensure they are well-maintained.

- **General Support:** Provide extra support for any onsite tasks as requested.

Administrative Tasks:

- Administrative tasks relating to stock control
- **Timesheet Completion:** Complete timesheets with full details, including timings.
- **Van Paperwork:** Complete necessary paperwork for vans.
- **Forklift Checks:** Perform daily checks on forklifts to ensure they are in good working condition.
- **Reporting** any vehicle, tool, site or health and safety issues to management

Requirements

- Experience in a similar role essential.
- Forklift certification is required, clean UK Driving licence
- Strong organisational skills and attention to detail.
- Ability to work independently and as part of a team.
- Physical stamina and ability to lift heavy items.
- Own transport essential due to location of our site

Behaviours:

- Excellent time keeping and attention to detail
- Ability to prioritise tasks effectively
- Professional communication across the whole team
- Positive, solution driven mindset
- Ability to use initiative
- Remains calm under pressure with a focus on achieving tasks
- Upholds the company values
- Adherers to H&S

David Harber Ltd are UK based, family owned, sociable company. We offer a competitive salary and commission along with an extensive benefits package. Please email any questions, your covering letter and CV to recruitment@davidharber.com – please state your salary expectations and current notice period in your covering letter.