



STORES ASSISTANT

Stores Department – Llandudno Junction
Permanent, 37 hours per week
NWFRS Grade 04-£25,545 rising to £26,421 per
annum



At North Wales Fire and Rescue Service everyone contributes in one way or another to helping to protect our communities and the natural environment. As a Stores Assistant, you be assisting the Stores Manager in the effective and efficient delivery of the Service's Stores Function, this includes supporting all stations and department requirements including e.g. Operational kit, Personal Protective Equipment (PPE), consumables and first aids provisions.

Reporting to the Stores Manager, you will be responsible for processing of internal orders, returns, and loans on the Stores system, ensuring a high level of accuracy in order picking and distribution. Meeting relevant schedules and deadlines. Where necessary, liaising with internal departments and completing any follow-up action. In urgent cases this may include driving a Service vehicle to make deliveries.

The role will include the creation and maintenance of Health and Safety COSHH documents within the department. Process Safety Data sheets for data conversion into Fire Service COSHH assessments

Ideally you will be educated to Educated to NVQ level 3 in Customer Service/Administration or equivalent qualifications and/or an equivalent amount of proven and relevant experience and possess a working knowledge of the principles of Health and safety at work and apply to the workplace.

The role will include manual handling activities, involving, standing, lifting and carrying, and climbing stairs and step ladders and which may also involve the lifting of heavy items.

As a bilingual organisation, the successful candidate will require Level 2 Welsh language skills. If not demonstrated on appointment, support will be provided to achieve this during the probation period.

Please note that this post is subject to a DBS Check and satisfactory references. For further details about the role, please refer to the information pack.

To apply, please complete and submit your application pack by email to: recruitment@northwalesfire.gov.wales

Closing date for receipt of application forms is 12.00 noon,
16.08.2024

The closing date will be strictly adhered to and no exceptions will apply.

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.

