

Career Opportunity**Role: Driver – Customer Deliveries****Location: Stansted, Essex**

AEM, with its head office at Stansted Airport, is a subsidiary of AMETEK. As part of AMETEK's Aerospace & Defense Division, AEM is one of the largest independent aircraft component repair and overhaul facilities in Europe.

We have an immediate part-time vacancy, at our Stansted site for a Driver; this is a permanent role and reports to the Logistics Supervisor.

Job Purpose:

To undertake delivery and collection van runs in a long wheel base van. To support the day-to-day operation of the Despatch section, undertaking logistic tasks under the direction of the Logistics Supervisor.

Main Tasks:

- Drive the company vehicle on a regular basis
- Unload, unpack and distribute goods to the Business Units
- Raise all relevant paperwork; undertake computer data entry and filing as required.
- Participate in customer delivery and collections and arranging deliveries and collections
- Pack and prepare components for despatch
- General store duties: administration, manual handling, operation of forklift etc
- Liaise with stores customers (internal and external customers) to maximise service level.
- Maintain and ensure implementation of all standard operating practices and procedures
- Ensure quality standards are maintained in accordance with EASA, FAA and company procedures.
- Comply with health, safety and environmental regulations.

Qualifications:

- Numerate and literate – minimum GCSE (or equivalent) Maths and English (essential)
- Hold a clean UK driving licence (essential)
- Hold a fork lift licence (counter balance) – desirable
- Minimum age 25 – to meet the requirements of our company vehicle insurance policy

Experience:

- Computer literate
- Experience of operating a fork lift (desirable)
- Logistics experience (desirable)

Competencies

- Accurately undertake computer data entry.
- Able to work in a team in a demanding, customer focused working environment.
- An excellent communicator with strong interpersonal skills
- Driven and enthusiastic
- Flexible; able and willing to learn new skills and attend training courses
- Disciplined, organised and able to work independently and to tight deadlines under pressure.
- Able to drive company vehicles; holds a full driving licence
- Able to undertake manual handling of products and store items.

Additional Information:

This role is physically demanding. The successful candidate will be required to meet the physical requirements of the role, including manual handling daily.

Hours: Tuesday & Thursday 7.00am – 3.30pm

To apply for this role please submit your CV, with a covering letter to Janine Barber, HR Advisor; e-mail Janine.barber@ametek.com cc Jennifer.Otter@ametek.com