

January 2024

Continue Your Career with Contracts Engineering Limited – Southeast England's Premier Contract Manufacturer

At Contracts Engineering Limited (CEL), we pride ourselves on being a leading national contract manufacturer focusing exclusively on partnering with OEMs and Tier 1 companies with factories in the UK. Our commitment to quality and excellence has established us as one of the largest and most respected contract manufacturers in Southeast England.

Joining our team means becoming part of an ambitious journey towards becoming the UK's largest contract manufacturer by 2028. We offer a dynamic, team-focused work environment, where every employee plays a crucial role in delivering top-quality services to clients across the UK. At CEL, you'll find not just a job, but a career path with opportunities for professional growth and development, supported by our commitment to in-house training and continuous improvement in all aspects of our operations.

As part of our team, you will immerse yourself in an innovative environment, working on exciting projects and the latest manufacturing technologies. **Take a look at the job description and if you have the right skillset please apply.**

Job Title	Stores person Hours: 7:30 – 16:00 Mon-Thu; 7:30 – 15:00 Fri 30min unpaid lunch; 15min paid tea break; 39 hours per week.
Job Description	<ul style="list-style-type: none"> • Receive materials and supplies and ensure they meet specified quality standards. • Store materials in easily accessible designated locations, adhering to weight restrictions. • Load materials for laser cutting machines onto work-in-progress locations. • Coordinate with production teams to fulfil material requests promptly. • Manage the distribution of materials to the factory, on-time. • Pack goods for despatch and load vehicles for delivery. • Keep detailed and accurate records of all stock transactions in Mie Trak ERP system. • Conduct regular physical counts to reconcile stock levels and root cause discrepancies. • Generate regular reviews on stock levels, consumption rates, and potential shortages to discuss and review with the Purchasing and Production managers. • Implement and maintain kanban systems for consumables, tooling, and packaging. • Continuously optimise kanban levels to meet demand while minimising excess stock. • Support the Production manager and Office teams with 5S and Lean initiatives. • Collaborate with purchasing, production, and quality to ensure a seamless operation. • Back-up van driver for client deliveries; occasional tasks as and when needed. • Ability to work in the bench area; saw, drill, spot weld, similar tasks. • Occasional requirement for early starts and/or late finishes. • Permanent staffing after a standard probationary period.
Responsibilities & Requirements	<ul style="list-style-type: none"> • Material and Stores management • Forklift license • Clean driving license • Keeping work area clean and organised • Being present at all times, during client and supplier deliveries • Clear communication regarding status of work and priorities

Skills & Prior Experience	<ul style="list-style-type: none"> • Knowledge of the Mie Trak (or similar) ERP system. • Prior experience in similar role(s) required. • High attention to detail and a team player.
Reporting to	Production Manager (and Foreman until 2:15pm; Late Shift Charge Hand thereafter)
Compensation	£24-26k, depending on experience (+/- £13/hr) ; occasional O/T at 1.5x pay
Holiday	23 days holiday per year (3/4 held for Christmas time)
Benefits	<ul style="list-style-type: none"> • 4% matching staff pension available after 3-month probationary period. • Bi-annual company profit share. • Free lunches on Friday (Thurs for afternoon shift); free coffee, tea and fruit • Private healthcare after 6mo of service; 2qty fully paid 1hr physio appointments per year. • Internal training around our company including in the factory. • Career progression for those looking to develop their skills and leadership abilities.