



MATERIALS LOGISTICS OPERATIVE

About ION Science Ltd:

ION Science has over 30 years of industry experience designing, manufacturing, and supplying PID gas sensors, gas detection instruments and leak detectors for a wide range of industries and applications. We pride ourselves on being a fun, friendly people-orientated organisation and a great place to work with core company values. Our modern, state of the art headquarters is based in Fowlmere, 10 miles south of Cambridge. In 2022 ION Science has been awarded the Queen's award for Enterprise for MiniPID Sensors. This is a fantastic opportunity to join our growing Team and be part of a well-recognised brand associated with quality

MAIN PURPOSE OF JOB:

The role of the materials logistics operative is to learn and carry out assigned work as directed by the Support Services Team Leader. The materials logistics operative will be assisting in the day to day running of the stores department.

JOB ROLE:

Stores/Production:

- Kitting instrument case kits to be passed to production for order fulfilment.
- Stores and production stock counts – assisting in the management of stock holding with the objective of improved stock holding and accuracy.
- Stock replenishment – ensuring stock holding across all production departments as well as the service department, ensuring individual department stock is replenished to the minimal stock holding.
- Kan Ban kitting – assisting in the kitting of production orders to ensure our Kan-Ban kitting process is as responsive and fluid as possible.
- SAP Training – Learning and using the SAP system for stock movements.

Goods In/Packing/Dispatch:

- Understanding the order process and what is required to complete the process.
- Packing and preparation of orders ready for shipment.
- Assisting goods inwards where required with stock being received by the company, including putting stock away and distributing of packages to the relevant departments.
- Assisting in the kitting of spare parts orders from stores for dispatch.
- Assisting in the management of gas bottle stock held by the company.
- Learning the basics of order management and order shipping, including compliance and processes.
- SAP Training – Learning and using the SAP system for processing of sales orders and delivery notes.

SKILLS:

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| • Good time keeping | • Fit and capable |
| • Willing to learn | • Be flexible |
| • Attention to detail | • Work to their own initiative |
| • Good team player | |



BENEFITS:

- 25 days annual leave + Bank Holidays (annual holiday increasing with service)
- Excellent employer pension contributions of 8% after probation
- Life Assurance of 4% of pensionable salary
- In-house training
- Discretionary Annual Bonus
- On sight shower & changing facilities
- Long term service awards
- Monthly lunch & drinks laid on by the company
- Sick Pay
- Christmas getaways
- On-site parking
- Private Medical with AXA
- Bike Purchase Scheme
- Car share scheme
- Early finish on Fridays

WORKING PATTERN:

- Monday to Thursday: 08:30 – 17:00
- Friday: 08:30 – 15:45
- Immediate start available
- Full time – Permanent position

Due to the high level of CVs that we receive, we regret that we will not be able to contact you unless your CV is being progressed to interview stage.

Our Core Values:



What our current employees say about working for ION Science:

"I have worked at ION Science for 8 years now and I wouldn't want to work for anyone else! It doesn't matter whether you are office staff or production, you are always treated with respect by everyone."

L Stanford: Senior Production Assistant

"I have been with ION Science for nearly 5 years now and our Company values really are integral in all we do. ION Science is fun, yet such a driven Company to work for." *E Lane: Marketing Supervisor*