



Job Title	Storeperson and Driver Full-time (37 hpw) Monday to Thursday 7.30am to 4.00pm, Friday 7.30am to 12.30pm Permanent, On-site
Report To	Production and Technical Manager
Location	Gateshead
Eligibility	Must have the right to work in the UK

About the Company and Role

Select Control Systems Limited designs and manufactures electrical control panels and automation machinery for customers across the food process, utility and OEM sectors. Based in Gateshead and operating as part of the Fairley Gunn Group, SCS has built its reputation on reliability, technical quality and long-standing customer relationships. We support customers by keeping production moving, solving problems properly and maintaining high standards in the detail that matters.

Due to the way the business is developing, we are looking for a practical and reliable Storeperson and Driver to join the team. This is a hands-on role covering the receipt, checking, storage, picking and dispatch of materials and finished control panels, together with local and regional collections and deliveries using the company vehicle. You will work closely with the Purchasing and Materials Coordinator and production colleagues to keep stock accurate and materials moving. You will play a key role in protecting high value equipment and keeping deliveries on schedule, so accuracy and careful handling matter as much as safe driving.

To be successful, you will be methodical, safety conscious and confident managing a varied workload that combines stores work with driving. Accuracy, care and reliability are essential. You will take pride in accurate records, careful handling of high value equipment and reliable, safe driving.

In this role, you will:

- Receive, check and book in incoming deliveries against purchase orders and delivery notes
- Identify and report damage, shortages or incorrect parts, and quarantine items where necessary
- Allocate materials to the correct project, job or stock location and keep records accurate in Sage
- Pick and issue parts against authorised job requests or materials lists
- Pick, pack and prepare orders for dispatch, including any required checklists, labelling and condition records
- Load and unload vehicles safely, protecting high value and fragile equipment in transit
- Carry out local and regional collections and deliveries using the company vehicle
- Complete vehicle safety checks, keep the vehicle clean and report any concerns.
- Operate forklift trucks and lifting equipment where trained and authorised
- Maintain safe, tidy and well organised stores and dispatch areas
- Support routine stock checks and stocktakes, monitor agreed minimum stock levels and report replenishment requirements.

What we need from you

We are looking for someone with:

- Previous experience in a stores, warehouse, goods-in or dispatch role, ideally in a manufacturing or engineering environment
- Full UK driving licence suitable for the company vehicle
- Current recognised forklift truck certification, or substantial recent experience with willingness to complete company approved training
- Good attention to detail, particularly with part numbers, stock records and delivery paperwork
- Comfortable working in a hands-on manufacturing environment



- An understanding of commercial confidentiality and the secure handling of business, customer and delivery information
- Confident taking ownership of stock accuracy and raising concerns about unclear or unauthorised requests

What kind of person fits this role

You will suit this role if you are methodical, safety conscious and confident taking ownership of your work. You will be someone who spots what needs doing, keeps stock and delivery records accurate without needing to be chased, and takes pride in careful, safe handling of high value equipment.

You will be comfortable combining stores work with driving, and confident communicating clearly with colleagues, suppliers and customers. You will also be comfortable handling vehicle related issues, delivery queries and a varied day to day workload.

Why join us

This is a key hands on role within a busy engineering business where materials and deliveries keep production moving. You will have the opportunity to make a real impact by keeping stock accurate, protecting valuable equipment in transit, and making sure customers receive the right parts on time.

Benefits

The successful applicant will benefit from:

- 34 days annual holiday including bank holidays
- A development and training plan tailored to your role and strengths
- Family friendly working conditions
- Starting salary between £24,500 and £27,000 p.a. depending on experience

Applicants must currently reside in the UK and have the right to work in the UK.

Select Control Systems Limited is an equal opportunities employer and welcomes applications from all suitably qualified and experienced people regardless of gender, marital or civil partnership status, sexual orientation, colour, race, ethnic origin, religion, disability or age.

Select Control Systems is part of the Fairley Gunn Group and shares the Group vision:
To Champion & Support British Manufacturing.

Our core values are what set us apart and bring us together:

Frictionless | Dependability | Responsiveness | Simplicity | Relationships

To apply

Please send your CV and a covering letter outlining why you consider yourself suitable for the role, including any relevant skills, knowledge and experience, to careers@fairleygunngroup.com. A full job description is available electronically at <https://fairleygunngroup.com/careers>. No telephone calls please.

As part of the Fairley Gunn Group, you will join a business committed to long-term growth, technical quality, continuous improvement and supporting British manufacturing.

Recruitment Agency Notice - We are not accepting unsolicited CVs from suppliers we have not appointed in writing. We explicitly reserve the right to add candidate details from unsolicited CVs to our own candidate database and to pursue/hire such candidate(s) without any obligation, financial or otherwise, to the agency concerned.