

**Job Title: Stores Person**

**Location: Lockerbie**

**Contract: Permanent**

**Shift pattern and hours: 5 days, 2 shift pattern (05:30-14:30 & 14:00-22:30)**

James Jones & Sons Ltd is a 5th generation family business and one of the UK's largest and most progressive timber processing companies with core activities in timber harvesting, sawmilling, pallets & packaging, and distribution. We operate from 25 sites across the UK, 18 Australian and 2 New Zealand sites and employ over 2,100 people. In the UK, we operate seven sawmills throughout Scotland and the north east of England: an engineered wood manufacturing plant in the north of Scotland and pallet and packaging operations at 14 sites across the UK. We produce high quality, British grown timber for the UK construction, landscaping, and agricultural sectors; market-leading JJI-Joists for the housebuilding and construction markets and pallets and packaging for blue chip domestic and exporting businesses.

For further information about James Jones & Sons Ltd, visit [www.jamesjones.co.uk](http://www.jamesjones.co.uk)

#### **About the role:**

We are looking to appoint a dedicated and meticulous Stores Person to join our Engineering Department at our Lockerbie Sawmill. The primary purpose of the Stores Person role is to ensure the smooth and efficient operation of the store. This includes managing inventory, maintaining accurate records, and ensuring that all items are stored in a safe and orderly manner.

#### **Key tasks and responsibilities:**

- Receiving, storing, and issuing supplies and equipment
- Conducting regular inventory audits to ensure accuracy
- Liaising with suppliers and internal departments to manage supply needs
- Resolving any issues that may arise
- Supporting the site's operations by ensuring that all necessary materials and equipment are readily available when needed

#### **Skills and Experience:**

- Experience in a similar role within the industry
- Excellent organisational and communication skills
- Ability to work independently and as part of a team
- Strong attention to detail



**James Jones**  
& SONS LIMITED

### **Remuneration and benefits:**

- Competitive rate of pay
- 33 days annual leave pro rata (including statutory holidays)
- Employer pension contribution
- Health & Wellbeing services (remote GPs, mental health support, physio)\* after 3 months
- Life assurance cover \* after 3 months

Applicants must be able to provide eligibility to work in the UK without the need for sponsorship.

### **Application and recruitment process:**

Please send your CV to: - Nicola McCrosson, HR Manager [nicola.mccrosson@jamesjones.co.uk](mailto:nicola.mccrosson@jamesjones.co.uk)

**Closing Date:** Friday 19 July 2024