

**Job Title:**

Storekeeper

**Primary Location:**

Udine, Italy

**Job status:**

Full-time

**Company Overview:**

[VI-grade](http://www.vi-grade.com) is a leading provider of real-time simulation and professional driving simulator solutions that accelerate product development across the transportation industry. The company's driving simulators range from static desktop solutions to full-scale driver-in-the-loop dynamic simulators, allowing OEMs, suppliers, research centers, motorsport teams and universities to reduce physical prototypes and accelerate innovation. With a worldwide network of trusted partners, VI-grade delivers turnkey simulator solutions including proprietary software, hardware, services, and an open framework for customization. With over 30 years' experience in simulation, VI-grade is headquartered in Darmstadt, Germany with technology centers in Italy, UK, Japan, China, and the USA.

Since September 2018, VI-grade has been part of Spectris plc. The firm conducts business in four major segments - materials analysis, testing & measurement, in-line instrumentation and industrial controls - and serves a broad range of industries ranging from automotive and aerospace to electronics, energy, mining and pharmaceuticals.

**Job Overview:**

VI-grade is looking for a Storekeeper responsible for organizing and supervising the safe and efficient receipt, storage, and dispatch of warehouse goods. To be successful, you must be able to multitask effectively in a fast-paced, dynamic environment, ensuring all warehouse processes are running smoothly. The ideal candidate for this role is exceptionally detail-orientated, competent and has strong leadership skills.

**Responsibilities and Duties:**

- Overseeing warehouse and distribution operations, material receiving and shipping preparations
- Implementing operational policies and procedures
- Ensuring effective and safe use of warehouse equipment
- Maintaining documentation and keeping accurate records of warehouse activities via company ERP
- Maintaining awareness and knowledge of the condition of the warehouse equipment

**Qualifications:**

- 5+ years' experience of storekeeping
- Excellent understanding of warehouse management procedures
- Proficient knowledge of inventory and inventory controls
- Knowledge of mechanical and electrical components
- Valid drivers' license
- Ability to operate forklift effectively
- Proficient use of e-mails and Excel software
- Outstanding leadership, organizational, and problem-solving skills
- Strong people skills

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- Good knowledge of written and reading English,

**Contact:**

Please submit your CV to [careers@vi-grade.com](mailto:careers@vi-grade.com) along with a cover letter.