

Job Description

Job Title: Storesperson	Department: Stores
Duration: Permanent	Reporting to: Stores Manager

Job Summary

Assisting the Stores Manager with the following to ensure the security and good condition of the stock within the company's stores; servicing of internal and external customers; handling of stock movements and ensuring stock records are up to date.

Main Functions and Duties

- Adhere to company procedures.
- Ensure a high level of housekeeping discipline in stores, workshop and yard.
- Receive deliveries, book in against purchase order and process goods on date of delivery. Check that goods and quantity as specified and also that quality is acceptable. Notify Supplier/Purchaser of issues with deliveries as necessary and maintain records of such instances for vendor assessment.
- Raise purchase orders with detailed descriptions and costing to correct general ledger codes.
- Follow up with suppliers on order status and expected delivery time.
- Despatch goods as instructed. Pick, pack, label and enclose documentation in accordance with instructions and to ensure safe delivery of goods. Arrange transport, track and provide POD as necessary. Resolve missing deliveries.
- Issue requisitions from stores and update stock records in a timely manner.
- Maintain documentation in respect of all stock movements for a suitable period of time.
- Assist in regular rolling stock checks.
- Update Strategix with stock transfers and updating of BIN locations.
- Maintain standards set by Management.
- Support, adhere and promote the Quality and Health & Safety policies of the company.

Critical Success Factors

Success in this role will be judged by the following key performance indicators:

- High level of stock accuracy
- Security and Housekeeping
- Packing and despatch to correct timescales

Working Conditions

The role is based at our premises in Newcastle but may require time offsite as necessary.

Job Holder Attributes

Essential experience / skills and knowledge:

- High level of accuracy
- Good housekeeping
- Self-motivated
- Ability to problem solve
- Ability to work individually and as part of a team

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- Ability to multi-task

Desirable experience / skills and knowledge:

- Knowledge of diesel engine products
- Forklift driving licence
- Computer literate
- Flexibility for overtime as required