

Job Title:	Stores Person
Location:	Glasgow - but may be required to visit other branches or sites
Responsible To:	Stores Supervisor
Direct Reports:	N/A
Review Date & Rev No	Dec 2016
Purpose of Job:	To work as a member of a team to ensure that goods are received, checked and stored (goods in) and picked, packed and made ready for dispatch (goods out). To do so in a safe, effective efficient manner and in accordance with Company procedures and in compliance with Health, Safety, Quality and Environment laws. Support the Stores Supervisor in achieving the Stores team objectives.
Key Areas of Responsibility:	<p><u>HEALTH, SAFETY, QUALITY & ENVIRONMENTAL</u></p> <ul style="list-style-type: none"> • Ensure that work is produced and delivered in conjunction with the company's Quality procedures, BS EN ISO 9001:2000 and Customer specifications • Ensure that work activities are executed in accordance with the Company's Safety Management System and where applicable the customer's site rules. • Take all the necessary actions to reduce risks in the workplace • Deal effectively with incidents that occur in the workplace • Ensure work areas are maintained clean and hazard free • Ensure that risks are assessed and risk assessments completed where applicable • Ensure that all stock location bins are free from waste • Ensure that all equipment associated with stores are regularly inspected and maintained • Be available for routine weekly safety inspections audits as per area inspection check sheet • Identify, report and follow procedures for security risks <p><u>OPERATIONALLY</u></p> <p><u>Goods In</u></p> <ul style="list-style-type: none"> • Check all items listed on delivery notes with the actual goods received, check for shortages, defects and/or damaged items. If discrepancies found, complete a non-conformance form in line with procedures. • Check all items listed on delivery notes against the computer generated purchase order. Ensure all items and quantities are as per purchase order specification • Check the Company stock codes for items received are correct according to purchase order and suppliers part number references. • Mark up all items received with relevant stock code • Ensure that all customer special order requirements are to specific specification. These must also be marked up with part number and/or description of goods along with customer PO number. • Ensure that all marked up stock coded items are distributed to the correct stock location • Ensure that all Items received with certification have all documentation correctly completed according to it lot number and processed to QA procedure. Certification to be stamped. • Assist with planned stock checks

	<p><u>Goods Out</u></p> <ul style="list-style-type: none"> • Pick, pack and prepare goods for dispatch accurately and in accordance with delivery note and relevant procedures. If discrepancies found, complete a non-conformance form in line with procedures. • Check all items listed on computer generated delivery notes. Ensure all items and quantities are as per the delivery note. • Mark delivery note with number and type of packing then initial in stores section of delivery note.. • Ensure that all customer special shipping instructions are complied with.. • Ensure that all required certification and documentation is sent with goods. • Complete documentation and if required arrange third party carriers. • Assist with planned stock checks. <p><u>CONTINUOUS IMPROVEMENT/DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Take part in any Tool Box Talks and other communication processes to ensure you keep up to date with recent events or changes within the department and for the smooth running of the day to day work detail and daily planning • Actively take part in the Competency Assurance Process and ensure that you maintain an up-to-date competency level and sound working knowledge of hoses and fittings • Actively take part in the Performance appraisals system • Comply with the Human Resource Management systems and procedures • Motivate and encourage and mentor trainees • Ensure the accurate completion of team timesheets • To help promote a culture of cost efficiency and savings • To wherever possible develop and maintain a good customer relationship in order to maximise and increase the company sales, products and services capability • To work overtime, if necessary to ensure organisational or client deadlines are met • Participate and assist with internal and external audits and budget processes. • Adopt and promote good working practices ensuring compliance with the Company's Safety and Quality Management Systems. • Interact with internal and external customers in a positive and professional manner • Commit to continuous improvement and development • Provide holiday and absence cover when necessary. 	
Interfaces (Internal/External):	Hose Workshop Technicians, Weld shop and Instrument Cell personnel , Sales staff, Stock control, purchasing, quality assurance, External Suppliers, Delivery transport personnel, Government Authorities,	
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	Educated to Standard Grade Level	Counterbalance Forklift Certificate Stores Qualification NVQ
Experience Required:	<i>Essential</i>	<i>Desirable</i>
		Experience in a Stores / Warehouse Environment. Knowledge of Hydrasun product range
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	Excellent Interpersonal Skills Demonstrable literacy and numeracy skills	Units from Distribution, Warehouse and Storage Vocational Qualification Level 2 (or working



JOB DESCRIPTION

	Ability to adhere to strict procedures Excellent attention to detail Flexible, "can do" approach. Ability to function well within a team environment Excellent HSE and QA awareness Customer Focus	towards)
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Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____

Date:

Name in Capitals ()

Signature of Manager: _____

Date:

Name in Capitals ()