

Job Title:	Storeperson
Location:	Aberdeen
Responsible To:	Stores Supervisor
Direct Reports:	None
Review Date & Rev No:	September 2022 – Rev 04

Purpose of Job:	<p>The primary responsibility of the role is to:</p> <ul style="list-style-type: none"> • Receive, store, pick, pack and despatch goods in a safe, effective and efficient manner • Perform general and ad-hoc stores duties as required to ensure organisational or client objectives and deadlines are met • Support the Stores supervisory team in achieving the Stores and Logistics team objectives
Key Areas of Responsibility:	<p><u>OPERATIONALLY</u></p> <ul style="list-style-type: none"> • Receive, store, pick, pack and despatch goods accurately and in accordance with relevant procedures • Store goods in a manner which prevents damage • Perform stock takes • Use Syspro / Hose Length Register / Voice Picking System as appropriate • Identify and implement improvements to existing ways of working • Work overtime as required to ensure organisational or client deadlines are met • Provide holiday and absence cover within other departments, when appropriate • Interact with internal and external customers in a positive and professional manner <p><u>HEALTH, SAFETY, QUALITY & ENVIRONMENTAL</u></p> <ul style="list-style-type: none"> • Ensure that work activities are executed in accordance with the Company's HSEQ Management System • 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, kept clean and hazard free • Ensure that risks are assessed and risk assessments completed where applicable • Ensure that all equipment associated with Stores are regularly inspected and maintained • Actively participate in routine safety inspections audits as per area inspection check sheet <p><u>CONTINUOUS IMPROVEMENT/DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Take part in 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

	<ul style="list-style-type: none"> Actively take part in the Performance appraisals system Comply with the Human Resource Management systems and procedures Motivate and encourage and mentor trainees 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 Participate and assist with internal and external audits and budget processes Adopt and promote good working practices ensuring compliance with the Company's HSEQ Management System and Quality Management System 	
Interfaces:	Internal: Stores, QA, IT, Procurement, Operations Department, Support Services, Marketing and Sales	External: Customers, Government Authorities, Transport Personnel, External Suppliers
Qualifications:	Essential	Desirable
	<ul style="list-style-type: none"> Secondary School Education 	<ul style="list-style-type: none"> Current B1 Counterbalance Forklift Certificate Current Side-Loading Forklift Certificate
Experience Required:	Essential	Desirable
	<ul style="list-style-type: none"> Experience in a stores / warehouse environment Working to a Safety Management System 	<ul style="list-style-type: none"> Working to ISO quality standards Exports experience
Skills/Training Competences:	Essential	Desirable
	<ul style="list-style-type: none"> Ability to work strictly to standards and procedures Good communications skills Ability to work under on own initiative Good organisational skills Flexible and adaptable Literate and numerate Ability to problem solve and make decisions HSE awareness Customer and Quality Focus 	<ul style="list-style-type: none"> Knowledge of the Hydrasun product range

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: _____
 Name in Capitals ()

Date: _____

Signature of Manager: _____
 Name in Capitals ()

Date: _____