Job Description – Stores Person

JOB TITLE:	Stores Person	**DATE:**	August 2022
DEPARTMENT:	Production	**PREPARED:**	QHSE Manager
LOCATION:	Aberdeen	**APPROVED:**	Andrew Robins
REPORTING TO:	Procurement Manager		

1. ROLE STATEMENT

Responsible for carrying out duties in the Stores and associated areas, whilst adhering to Enerquip's QHSE standards, responsibilities, policies and procedures.

2. MAIN RESPONSIBLITIES

- Carry out stores duties including the picking and packing of parts for capital equipment and service jobs as directed by line management.
- Carry out driving duties as directed by line management.
- Visually inspect and control goods in and out.
- Maintain all stores records including delivery notes, stock movement and job parts.
- Completing stock checks at stipulated intervals.
- Carry out monthly Health and Safety checks as directed
- Ensure that the Quality, Health and Safety and Environmental Management Systems are followed and any problems, perceived or real, are reported.
- Carry out any other duties as required by management.

3. KNOWLEDGE, SKILLS, EXPERIENCE & REQUIREMENTS

- Stores background is essential
- Ability to control and complete stores documentation
- Full knowledge of relevant legislation and guidelines.
- Driving Licence
- Forklift competency is desirable
- Excellent Communication skills
- Team player
- Ability to work in a safe and effective environment with minimum supervision

4. KEY MEASURES

- Competency
- QHSE performance.
- Quality of Service

Signed By: _____ Printed Name: _____Date:_____