

STORES ASSISTANT

Team: Stores
Reports To: Senior Stores Administrator

Job Purpose

The Stores Assistant will be responsible for supporting the Procurement Team to achieve accurate stock levels across the organisation.

You will be instrumental in communicating with engineers, office staff and the procurement manager with regards to stock.

Person Specification

You will need to be a good communicator with a good work ethic and a desire to go the extra mile in order to get the job done.

Be highly motivated and able to work well both individually and within a team and at certain times be able to deal with a heavy workload and demonstrate good organisation skills. Be I.T literate with a good working knowledge of Microsoft Office.

You will show a willingness to help improve daily working practices.

Previous experience of working in the plumbing merchant industry would be extremely advantageous especially from a trade counter background.

Main Duties, Responsibilities and Accountabilities

1. Managing and distributing goods out to various new build housing developments
2. Liaising with Line Manager and Contracts Managers to reduce waste of stock on site and return of unneeded items to Stores.
3. Supporting stores to collate packs for sites.
4. Communicate with engineers to organise delivery and collection of stock.
5. Ensure safe delivery and receipt of stock to sites.
6. Working as part of a small team and, on occasion, working alone in the stores office area
7. Site clearances in a transit vehicle.
8. Working with the rest of the team to keep stock levels moderate and to the best interest of the business.
9. Other ad-hoc duties as and when required particularly to cover for holidays. This could include placing orders and preparing packs for site.
10. Comply with the Company Health and Safety, Quality and Environment Policies at all times.

Key Challenges

- Maintaining the smooth operation of the stores area within the company on a daily basis, taking into consideration operational requirements.
- Ensuring stock is distributed/collected in a timely manner.
- Developing effective and efficient processes in line with the CRM system.

Key Relationships

- Procurement Manager
- Contracts Managers
- Engineers

Decision Making Authority

- Day to day decisions on how best to manage the on-going tasks and workload.

Essential criteria

- Driving licence
- Experience of using Microsoft Office

Values

Passion – We are passionate about the quality of our work and the service we provide to our customers, suppliers, and each other.

Pride – We are proud of our Company and our reputation we are committed to being the best we can.

Professionalism – We are a qualified and well-trained team, always behaving in a professional manner treating everyone with courtesy, respect, and consideration.

Protective – We will protect the reputation and sustainability of our business and are accountable for every decision we make. We are trusted and reliable.

Proactive – We are forward thinking. We use the very best technology, equipment, and training to always be able to provide the best solution for the customer.