

Job Title	Stores Operative
Reports To	First Line Manager
Grade	Operative
Purpose	<p>To effectively manage all aspects of the Stores operation at the WWU depot and provide excellent customer service, ensuring high standards of Health & Safety are in place at all times.</p> <p>Working in conjunction with the Field Controller and Supply Chain team, to make available and control all materials required by operational colleagues.</p> <p>Being responsible for all materials throughput and ensure relevant tasks are carried out in a timely manner to include, stock put away, order picking / marshalling, vehicle and coil trailer loading and unloading.</p> <p>Maintain all stock to the agreed levels, controlling plant and associated items as necessary, ensuring that recording methods are in place to provide a full audit trail and give visibility of utilisation and cost.</p> <p>Ensure that the SAP system is maintained and used in line with all agreed policies and procedures.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Represent the Supply Chain Team in a customer facing role by providing excellent quality service and demonstrating a professional and helpful attitude to all. • Stock liability management - Maintaining accurate stock levels at all times • Carry out PI and periodic stock counts as requested • Be responsible for all materials throughput, including requests for non-stock and ad hoc items • Ensure that robust security measures are in place at all times e.g. the security and integrity of all materials and plant • Ensure that all property and assets are secure at all times • Submit all management information as requested to the agreed timescale • Health & Safety management controls • Environmental management controls • Ensure that all materials are positioned correctly in their respective locations and are labelled correctly. • Carry out stock audits as required to agreed timescales • Carry out daily / weekly perpetual inventory counts • Carry out stock discrepancy investigations • Manage location housekeeping to high standards at all times for all areas inside and outside • Support site landlord with the management of environmental processes, to ensure compliance to legislation. Including completion of weekly inspections and reporting of issues • Ensure all visitors to stores areas are aware of the health and safety requirements of the site and are wearing appropriate PPE. • Process all material requests via appropriate process • Manage & utilise all MHE as required, ensuring that daily checks are carried out and the equipment is compliant. • Issue and receive all associated delivery and collection documentation • Manage all stock returns, checking / agreeing condition for re use • Manage all plant and equipment as used by operational colleagues. • Manage the receipt of all parcels and packages received, recording receipt and re issue. • Ensure that all equipment used / issued is fully fit for use, using the defect procedure as necessary maintaining full audit trail for inspection • Load and unload vehicles as required • Deliver materials to operational colleagues when required.

	<ul style="list-style-type: none"> • Arrange collection of items required on site via the logistics co-ordinator. • Ensure faulty equipment process for tools is followed and all paperwork completed accurately. • Attend planning meetings to ascertain materials requirements by project
Technical Know-How & Skills	<ul style="list-style-type: none"> • Able to work both independently and as part of a team, and be able to apply self-discipline to enable all operational timescales and targets to be met • Excellent communication skills to maintain good and robust communication with colleagues at all levels at all times • Demonstrate professional, helpful and responsive attitude to customers and colleagues • Attending work regularly and punctually and being committed to the team effort • Maintaining appropriate standards of responsible behaviour and always acting in a professional manner • Adopting a 'can do' approach and taking appropriate action to meet the needs of customers, clients and colleagues.
Qualifications	<ul style="list-style-type: none"> • RTITB (or equivalent) Reach, counterbalance, Skid Steer, Telehandler (as required) • EUSR SHEA Gas