

## **JOB SPECIFICATION**

### **1. POST**

<b>Post:</b>	<b>STORE PERSON</b>
<b>Depot / Department:</b>	<b>NORMANTON DEPOT</b>
<b>Ref:</b>	<b>GPL/GP115</b>
<b>Salary:</b>	<b>DEPENDENT ON EXPERIENCE/COMPETITIVE</b>

### **2. SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE**

<b>Responsible to:</b>	<b>David Hague – National Service Manager</b>
<b>Liaising With:</b>	Service Manager, Depot Foreman, Depot Supervisor, Service Engineers, Depot/Head Office Staff and Management Team.

### **3. MAIN FUNCTION OF JOB** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

- To organise and manage the efficient running of the stores.
- Ensure optimum level of spares availability and delivery.
- Negotiate the most cost effective service from suppliers.

### **4. MAIN DUTIES** (brief description)

#### **Key Responsibilities**

- Process parts requisitions from all areas of the Service Department.
- Process requests from all areas of the business.
- Negotiate the best possible commercial deal by maximising the group spend.
- Raise purchase orders to suppliers on Inspire, ensuring the correct nominal codes are applied and costs allocated.
- Advise availability where required; delivery lead times and advise of any updates.
- Booking in of goods from suppliers on Inspire and ensure delivery notes are processed correctly.
- Ensure parts are dispatched to the correct recipient or put in to the stores area.
- Ensure optimum stock levels of fast moving items and items of PPE.
- Maintain a clean and tidy working area predominantly within the stores and workshop area.
- Ensure the timely return of parts/items that are not required or incorrectly ordered, ensuring purchase ledger are aware.
- Assist with fleet audits.
- Safeguard all Company assets; nothing leaves the depot without correct paperwork.
- Ensure company vehicle or occasional loan vehicle supplied, is kept clean and tidy at all times, serviced within manufacturer's guideline, and ensure any defects are notified to correct parties and rectified in a timely manner.
- Promote teamwork and co-operation at all times, both within individual depots and right across the entire Generator Power Group of Companies.
- Treat all other employees and all our customers professionally and with respect.

**5. REQUIREMENTS TO CARRY OUT JOB**

<b>Essential or desirable requirement (E/D)</b>	<b>E</b>	<b>D</b>
<b>Qualifications/Skills required:</b>		
<ul style="list-style-type: none"> <li>GCSE High school or equivalent.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Fork Lift Truck Licence</li> </ul>	<b>E</b>	<b>D</b>
<b>Experience required:</b>		
<ul style="list-style-type: none"> <li>Stores Experience</li> <li>Experience within generator / plant environment</li> </ul>	<b>E</b> <b>E</b>	
<b>Specialist training required:</b>		
N/A		<b>N/A</b>
<b>Personal characteristics/Attributes required:</b>		
<ul style="list-style-type: none"> <li>Good communication skills and the ability to connect naturally with people</li> <li>Work well on own initiative and as part of a team</li> <li>Ability to ensure the work gets done in a timely and effective manner</li> <li>Ability to follow Company policy and procedures.</li> <li>Ability to understand and implement written and verbal instruction.</li> <li>Self-motivation</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>	

**6. SPECIAL TERMS**

<b>Special conditions e.g. working with hazardous substances, equipment, animals etc:</b>	<b>N/A</b>
<b>Working in different locations:</b>	<b>The Company reserves the right to require you to work at a different location to meet the operational needs of the business.</b>

**We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.**

**If you are interested in the above position please discuss in the first instance with your line Manager, then complete the application form and Email to:**

[Vacancies@Generator-Power.co.uk](mailto:Vacancies@Generator-Power.co.uk)

**CLOSING DATE:**

**31st October 2017**