



THE ROLE

Workshop Vehicle and Equipment Stores Assistant

Department: Fleet
Role Code: FL22
Grade/Rank: Grade 3
Responsible to: Workshop Stores Supervisor
Responsible for: No line management responsibility

Job Purpose:

To protect and save life, property and the environment by assisting with the effective safe storage and recording of receipts and supplies of all items held in the stores.

Main Duties and Responsibilities:

1. Attend to the requirements of callers to the stores and serve Technicians at the Stores Counter. Maintain the Stores in a clean and tidy condition and ensure the requirements for a safe working area are met.
2. To source goods, identify correct parts, raise orders and provide order progress to Technicians and Supervisors. Pre pick service kits, ensure parts are available prior to job start.
3. Work with Suppliers to ensure all parts are delivered on time and to the correct technical requirements. Arrange return of goods and credit notes where supply does not meet these requirements.
4. Use parts identification methods (exploded drawings, technical notes, wiring diagrams) to ensure the correct specification and quality of part (Using knowledge of critical parts to identify when Original Equipment Manufacture is required) is identified.
5. Receive, check and accept deliveries of goods. Booking goods 'IN' and 'OUT' using both manual and computer-based systems and documentation.
6. Receive bulk storage deliveries, ensuring the safe and accurate delivery of Oils, fuel, palletised goods. Deal with parts arriving from the EU, arrange customs clearance and manage supporting paperwork.

7. Once trained operate a counterbalance forklift on site to move items around site for storage and to support the Workshop function.
8. Maintain appropriate stock levels, book in stock and issue stock, ensure stock levels match the needs of the Workshops.
9. To stock take as and when required on a rotational or ad-hoc basis. Ensure all Bin locations are recorded on the stock inventory system and all stock inventory values are populated appropriately.
10. Assist with supplier performance monitoring, recording and raising issues with the Stores Supervisor.
11. Select and make up items for despatch, this can be items for calibration, returned goods or other items that require packaging.
12. Ensure compliance with all statutory and security regulations. To follow procedures as required by the Quality Management System. To undertake warranty / faulty goods procedures as and when necessary.
13. Occasional driving to collect spares.
14. Provide cover for the Stores Supervisor in their absence or when required.
15. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 1998.
16. Any other duties commensurate with the responsibilities and grading of the post.