

# Storeperson



<b>Position Title:</b>	Storeperson	<b>Business Unit:</b>	MAL Hire
<b>Position Level:</b>	Intermediate	<b>Department:</b>	Workshop
<b>Reports to:</b>	Workshop Manager	<b>Supervisor of:</b>	Stock

<b>Job Purpose:</b>	The <b>Storeperson</b> is responsible for ensuring that goods received into or sent out from the Company are in good condition and correspond with the correct paperwork to ensure accurate stocks/records are held and deliveries are despatched on a right first time basis.
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Key Working Relationships	
<b>Internal:</b> <ul style="list-style-type: none"> <li>Dispatch/Workshop Manager</li> <li>General Manager / Directors</li> <li>HSEQ Manager/Advisor</li> <li>Other Mills Albert Employees</li> <li>Sub-Contractors</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>Local Government Authorities</li> <li>Subcontractors</li> <li>Labour Hire Agencies</li> <li>Consulting Engineers/Client</li> <li>The General Public</li> </ul>

Key Result Areas - Operational	
<ul style="list-style-type: none"> <li>Manage &amp; keep accurate records of all small plant/materials coming in and out of the workshop/yard.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure Materials &amp; equipment are ready for upcoming projects.</li> </ul>
<ul style="list-style-type: none"> <li>Manage all inwards goods coming into the workshop.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all tools/gear are tested and tagged.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure Yard/Workshop is kept clean and tidy.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure branch hire stock is continually maintained and serviced to required standard suitable for supply to site.</li> </ul>
<ul style="list-style-type: none"> <li>Loading/Unloading stock using a forklift.</li> </ul>	<ul style="list-style-type: none"> <li>Able to maintain concentration and focus for long period's in a fast moving environment.</li> </ul>
<ul style="list-style-type: none"> <li>Other duties as required by the company as directed.</li> </ul>	<ul style="list-style-type: none"> <li>Assist and Participate in training as directed by company</li> </ul>

Key Result Areas - Health, Safety, Environment and Quality	
<ul style="list-style-type: none"> <li>Adhere to the Policies and Procedures outlined in the Mills Albert Ltd Health and Safety Manual and Quality Management manual.</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the systematic identification and control hazards and report any incidents as soon as practicable.</li> </ul>
<ul style="list-style-type: none"> <li>Be physically fit and able to undertake manual tasks as required.</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the Quality improvement programme and document all required information.</li> </ul>

Qualifications, Experience, Skills, Personal attributes & Knowledge
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Current full New Zealand Drivers Licence</li> </ul>

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## Qualifications, Experience, Skills, Personal attributes & Knowledge

- ConstructSafe Awareness Training
- First Aid
- Forklift Licence with F endorsement

### Experience:

- Previous experience as a storeperson would be ideal.
- Background in a civil environment would be preferred.

### Skills:

- Have ability to build and maintain effective working relationships that require team work.
- Able to maintain concentration and focus for long period's in a fast moving environment.

### Knowledge:

- Have knowledge of storage practices and procedures.
- General knowledge of tools and small plant would be ideal.

## Outcome/Accountability

- Attainment of KPI's