

Job Title	Stores Operative
Reports To	First Line Manager
Grade	Operative
Purpose	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. Working in conjunction with the Field Controller and Supply Chain team, to make available and control all materials required by operational colleagues. 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. 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. Ensure that the SAP system is maintained and used in line with all agreed policies and procedures.
Key Accountabilities	• 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.

	• 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	• 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	• RTITB (or equivalent) Reach, counterbalance, Skid Steer, Telehandler (as required) • EUSR SHEA Gas