

Stores Administrator

Job Description & Person Specification

Stannah

Function: To manage stock control and the stores area

Reports to: Branch, Office Manager or Field Manager

Purpose

Responsible for ensuring that supplies, stock, materials, packages, and/or products are processed through the delivery and/or warehouse system efficiently and safely. Supporting Field Managers in providing and ordering materials and supplies for field teams.

Key Responsibilities

1. Key Deliverables:

- **Health and Safety:** of yourself, your colleagues, environment, customers and members of the public with our documented Health and Safety policy and procedures.
- **Customer Service:** ensure you deliver the very highest levels of customer service. Pro-active communication being the key element to this.
- **Business and People Development:** contribute to, and where appropriate, take the lead in continuous improvement activities that are required for the further development of the M&R business and Field Engineers including Apprentices where applicable.
- **Communication and Group Relations:** ensure that you use intercompany systems correctly i.e. SMR, mobile comms, Ofbiz and communicate effectively with your peers, office staff and other group companies so that at all times the highest levels of motivation, co-ordination and co-operation are maintained.
- **Quality:** work to the set high standards to ensure quality of service delivery is achieved and maintained.
- **Productivity:** ensure services are completed within the set time constraints and set GM targets.
- **Systems and Administration:** ensure you comply with all relevant procedures outlined in our policy statements and Quality Management Systems.
- **Financial and Risk:** manage stock and wastage to help the company achieve effective control of labour and wastage.
- **Premises, Assets and Sustainability:** Participate in the good maintenance of all Company premises and assets, as required by the Branch Manager, to include vehicles, stock, tools, recycling of oil and other consumables from sites, disposal of waste and scrap (noting the scrap policy), returns, etc.

2. Stores:

- Stock control including monthly/quarterly stock stakes (including engineers)
- Work with other relevant personnel to ensure best value for parts purchased
- Maintain stock control using the SMR stock valuation report
- Process & dispatch part orders
- Process Supply Only orders and Enquiries
- Record delivery of non inventory/sub contractor orders in Purchase Order (PO) System
- Record delivery of Inventory orders in SMR
- Replenishment of engineer's stock from SMR parts used

- Setting of minimum stock quantities for engineers in SMR in conjunction with Branch and Field Managers
- Update system notes
- Assist in monitoring of Parts Used Exception Report in SMR
- Creating purchase orders for materials and Personal Protective Equipment (PPE)
- Control of warranty parts internally/externally and return to suppliers
- Waste control (arranging safe removal of waste from site in line with Environmental agency / Stannah process) and provide documentation to admin for document control and audit trail
- Housekeeping of stores area and yard
- Building Maintenance i.e. Utilities/Servicing
- To carry out manual handling

3. Field management support:

- Sourcing and ordering specific parts to keep lifts running
- Maintaining records for plant
- Price checking to ensure Stannah get value for their purchases and liaise with Purchasing Department

This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the Management function

Relationships

Internal

The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation and include the ability to communicate technical complex and sensitive information.

External

External agencies including suppliers and customers.

PERSON SPECIFICATION

Skills and Experience

- Experience of working within an office environment and dealing with stock management
- Organised and logical, willing to adapt quickly to changing policies and procedures
- Able to lift and carry items, which may be heavy, whilst maintaining a manual handling certificate
- Experience of using pump trucks

Personal Attributes and Behaviours

- High levels of self-motivation, self-management and tenacity to deliver tasks/project
- Ability to establish good working relationships, at all levels, both internally and externally, as and when required
- Ability to work individually as well as part of a team
- Be able to operate calmly and effectively
- Possess a positive and constructive approach to problem solving using experience

- gained within the industry
- Safety conscious approach to working
- Experience with Microsoft Office
- A personal commitment to the values of the Stannah Group, to deliver on promises and demonstrate that we care.

Education and Qualifications

- Good standard of numeracy and literacy
- NVQ2 Customer Service desirable but not essential
- A forklift truck licence would be an advantage (Depending on Branch)

You will demonstrate a commitment to your personal development.