JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title:	Stores Assistant	Post Ref:	093333
Section:	Corporate Fleet	Grade:	4
Responsible to:	Fleet Compliance Officer		
Responsible for:	N/A		

JOB PURPOSE

To be responsible for identifying, sourcing and ordering relative parts and materials for the Corporate Fleet Workshops and to support the Workshop Support Assistant with service reception duties.

PRINCIPAL WORKING CONTACTS

Fleet Compliance Officer
Workshop Support Assistant
Stores Supervisor
Staff within Fleet
Suppliers

MAIN DUTIES

On a daily basis identify, source and order all parts in relation to the Corporate Fleet Workshops. Ensuring all parts and equipment are ordered using appropriate procurement framework ensuring best value for Fleet Section.

Manage all paperwork associated with goods receipting and returning of items through the Fleet Stores.

Control all stock held within the Corporate Fleet Store and ensure they are stored and maintained as per written procedures.

Ensuring that all materials received are checked on receipt, are as specified and any damage/discrepancies are dealt with.

Ensuring that all material issues are correctly made in response to request from mechanic/chargehand.

Ensuring that all material issues are input to the computer system and allocated to appropriate job.

Ensuring that stock checks are carried out on a regular basis.

Maintain appropriate stock levels for items held and manage automatic requisition system

Ensure that all stores areas are maintained in a clean and tidy condition to assist with General H & S of the area.

Customer contact for parts & service reception.

Assist with workshop when required e.g. Movement of vehicles & collection of parts where required.

Cover for Workshop Support Assistant when required.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Stores Assistant

DIVISION/DEPARTMENT SECTION: City Development

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	3 National 4, including Maths and English, or equivalent.	HNC/SVQ3 in store keeping or stock control.	Application/Interview.
RELEVANT WORK/OTHER EXPERIENCE	Comprehensive experience in an automotive stores environment including stock control and ordering systems. Stocktaking experience. Working knowledge of Microsoft packages, including Office 365, Teams, Word, Excel	Knowledge and experience within the fleet/transport industry.	Application/Interview.
PARTICULAR SKILLS/ABILITIES	Ability to work in a team environment or with minimal supervision. Good communication skills.	Forklift certificate.	Application/Interview/ References.
PERSONAL QUALITIES	Ability to work under pressure during peaks in workloads.	Self motivated. Good interpersonal skills	Interview/References
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to engage in additional training when required. Willing to work overtime when required. Current full driving licence (Level 3)		Interview.