

Job Description

Job title	Stores Person	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide a first class inventory and stores operation, delivering the necessary service level requirements to ensure goods, equipment and product traceability.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Management of day to day inventory and stock control
- Follow process to ensure safe product storage.
- Follow process to ensure product traceability.
- Control all stock from goods inwards to despatch
- Maintain and control stock levels
- To source material and tooling for all related technical jobs
- To maintain calibration and register of EMCOR equipment
- Processing orders and delivery of spare parts and components.
- Distribution of parts to technicians
- Drive stores performance to meeting key service targets of 100% parts availability and zero stock-out related downtime
- Minimal counter service response time
- Maximise accuracy of database to reduce stock variance and the number of stock adjustment
- Improved clarity of equipment specification to ensure the right parts are in stock and supplied
- Drive excellent inventory management practices to ensure an optimum stock level value
- To load and unload deliveries
- Source, develop and maintain relationship with suppliers and subcontractors
- Improve perception of EMCOR as a business partner
- Excelling in Customer Service
- Reduced down time due to lack of available stock
- Able to be cleared to drive company vehicles

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Job Description

--

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

• Must be able to gain and maintain SC clearance • Previous stores experience • Front facing customer service skills • Good level of education • Engineering knowledge preferred • Full Driving License • Computer literate

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

--

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	

Job Description

Date	
------	--

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	