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| **ROLE PROFILE** |
| Job Title | Stores Adminstrator  |
| Department | Logistics |
| **ROLE SUMMARY**  |
| This a non-operational role who oversees stores systems, process improvements, reporting and training compliance. Drives stores systems and process excellence. Supports the store’s manager with Stores KPI’s, reporting, area improvement ideas and information, Oversees, queries and processes regarding invoice queries, technical queries, non-conformance, In collaboration with internal departments oversee all racking compliance requirements including annual inspections to ensure the department meets all mandatory H&S regulations.Supports the Stock controller and the Technician teams, covers the stock controller absences from the business  |
| **REPORTING STRUCTURE** |
| Reports to | Stores Manager  |
| Direct & indirect reports | Stores Manager, Head of Logistics  |
| Key internal stakeholders | Stores Manager, Head of Logistics, MRP, Finance, Stores Technician, Stock Controller (Stores) |
| Key external stakeholders | Suppliers  |
| Deputy | N/A |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| To report to the Stores manager, and work with the Store Stock Controller, Stores Technician, and Stores Skilled Operator to ensure the smooth and efficient running of stores activities and functionality.* Ensure Health and Safety process, systems, standards, and documentation are maintained and reviewed and proactively demonstrates a strong safety culture
* Ensure Food Hygiene process, systems, standards, and documentation are maintained and reviewed.
* Internal and external audit compliance, including accompanying the audit walkarounds, compiling trace information ie M&S Integrity, BRC etc
* Department KPI’s and reporting
* Implement and oversee system process improvements.
* Oversee the contractors for the stores and associated departments
* Investigates Booking errors
* Key “GO TO” person for all stock queries
* Working with the stores team, conducts reviews and training of the area ” SOP’s, SSW
* Ensures SSW & SOP’S are adhered too
* Environment initiatives for the stores area
* Contribute to the medium/long term stores systems strategy in-line with site manufacturing excellence
* Support the Stock Controller (Stores) when absent or deemed necessary with the following tasks:-
	+ - Site Returnable Equipment pool
		- Logistic stocktaking processes to ensure inventory accuracy remains >95%.
		- Mandatory monthly and annual stocktaking audits
		- On-Site/Off-Site Stockroom weekly/monthly reconciliations.
		- Obsolete and quarantined stock, ensuring asset risks are highlighted.
		- Racking audits and repair/replacement program
* Attend team meetings as required.
* To be flexible across shifts as the priorities dictate
* Any other tasks designated by Logistics Department managers

Any other reasonable request to meet Business needs in terms of hours and alteration to roles and duties. |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| NVQ level 3 in Warehousing and Stock Control (Desirable).Previous experience of Warehouse Operations & Stock Management (Essential).EXCEL advanced (Desirable)Literacy/Numeracy to National Level 2 Standard.Extensive knowledge of System 21 (Indigo) Computer literate with a good understanding of Microsoft Office applications 3 Years’ Experience in Data analytics Lean Six Sigma or DMAIC experience Reach, Counterbalance & Powered Pallet Truck Licence (Desirable) –  |
| **COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS** |
| **CORE WAYS OF WORKING** |
| **Competency** | **Descriptor** |
| Values People | Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times. |
| Customer Focus | Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism. |
| Flexibility & Adaptability | The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs. |
| Initiative & taking ownership | Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism. |
| **INDIVIDUAL CONTRIBUTOR**  |
| **Competency** | **Descriptor** |
| Drive for Excellence | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement. |
| Resource Management | Effectively manages resources and cost drivers to achieve sustainable productivity and profitability. |
| Technical Expertise | Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop. |
| Self-Management | Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities, and resources can be managed to achieve goals. |