



## **Stores Person**

### **Location – Ellon, Aberdeenshire**

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#### **Company Overview**

Film-Ocean, a Stapem Group Company is a Global ROV contractor providing subsea inspection and technical support to the Oil and Gas and renewable energy industries. Our unique offering enables clients to improve the reliability and operational efficiency of their subsea operations, reducing risk and cost while improving safety and performance.

Film-Ocean is the ideal place for talented individuals to come and work, learn and develop their careers. We will support individual's continual professional development in line with their personal and career aspirations.

We provide a competitive remunerations package with a friendly and open team environment, making Film-Ocean a great place to work. We are always interested in hearing from driven and enthusiastic people who want to be part of a fast-growing specialist subsea Company.

#### **Role Summary**

The primary function of the Stores Person role is to ensure the effective supply of ROV components, materials and consumables. Working closely with the Asset Support Lead and Workshop Supervisor to ensure all goods received and issued is recorded and expedited efficiently, accuracy with inventory and have adequate controls in place.

Key duties and responsibilities to include, but are not limited to:

- Ensure all work is carried out in accordance with company policies and procedures
- Manage all stock and equipment; monitoring stock levels, purchasing stock to ensure minimum workshop downtime
- Goods issue to workshop personnel from consigned stock, ensuring stock levels are at minimum/maximum quantities
- Goods receipt, checking items and quantities correspond to purchase orders
- Ensure all items conform to any specified requirement and relevant paperwork has been received for consignments
- Reporting any damaged, missing items or quality issues to suppliers
- Follow specific packaging and shipping requirements for shipping goods globally
- Accurately pick, pack and label goods for dispatch ensuring dispatched goods are controlled and recorded
- Booking stock in/out of workshop using asset tracking software
- Supporting the Asset Support Lead with an effective and robust inventory processes and procedure to ensure a high level of stock and inventory accuracy
- Undertake perpetual stock checks and support Asset support Lead with detailed stock checks
- Organise workshop space, maximise storage and maintain safe and good housekeeping standards
- Raise and resolve any internal queries with relevant departments
- Continually strive to improve operations department processes
- Unloading delivery vehicles
- Arrange courier collections
- Forklift operations as necessary
- Driving duties as required, using company vehicles
- Provide cover/support where necessary for other members of the Operations Team
- Undertake any other duties as the Company may reasonably require.

**QHSE Responsibilities**

- Demonstrate personal commitment to Health, Safety, Environment and Quality
- Apply Film-Ocean and any Client's Health, Safety, Environment and Quality Policies
- Promote a culture of continuous improvement, lead by example and exceed Film-Ocean's commitment to HSEQ initiatives.

**Essential requirements**

- Previous experience in a similar role and an industrial workshop environment
- Knowledge of stores and stock control processes
- Confident in using Microsoft applications and inventory control systems
- Experience in shipping dangerous goods by air and sea
- Forklift license
- Valid driving license

**How to Apply**

Interested in this position, then please submit your CV, cover letter and salary expectations.

Please note; Film-Ocean assess all applications based on merit. Should a suitable candidate be identified, Film-Ocean reserves the right to close the recruitment process prior to the advertised closing date. Only those candidates considered to be suitable will be invited to interview.

Should you have any queries regarding the role, or have any questions relating to your application, then please contact HR on [careers@film-ocean.com](mailto:careers@film-ocean.com)

**Closing date**

Friday 18<sup>th</sup> December 2020