

**Duties and Responsibilities
Stores Person**

Doc. No.: JD-032

Rev: A

Rev Date : 20 Nov 2020

JOB DESCRIPTION

Job Title:	Stores Person	Responsible To:	Asset Support Lead
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KEY ACCOUNTABILITIES

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 minimise 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.

HSEQ RESPONSIBILITIES

All employees have a duty under the Health and Safety at Work Act 1974 and abide by the Environmental Protection processes in place at Film-Ocean to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do, or not do
- Co-operate with your employer on health and safety matters
- Correctly use work items provided by your employer, including PPE in accordance with training and instructions

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- Not to interfere with, or misuse anything provided for your health and safety, or welfare
- Report all Health, Safety, Environmental and Quality concerns to the HSEQ Manager
- Work to Film-Ocean HSEQ processes and procedures and inform the HSEQ Manager of any omissions or changes required
- Ensure that safety policies and procedures are implemented, understood and adhered to at the work location, so far as is reasonably practicable in order to ensure a safe working environment
- Promote a proactive commitment to Film-Ocean's HSEQ initiatives

QUALIFICATIONS/EXPERIENCE

- 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

COMPETENCE

KNOWLEDGE

Team-work, co-operation and communication

- Able to demonstrate excellent interpersonal skills to be able to interact with individuals at all levels, both internally and externally
- Strong team player with the ability to work effectively unsupervised
- Excellent written and oral communication skills
- Flexible team player.

Administration

- Demonstrate a working knowledge of company QA and associated procedures.

Initiative

- Actively contribute to the continual improvement to the business and seek ways to make improvements to working methods and efficiencies in line with the company core values.

Productivity

- Consistently efficient and productive.

Attitude

- Promotes a positive safety attitude across the business

Personal attributes

- Ability to adapt quickly to change in a fast-paced environment
- A "can do" positive attitude, with a focus on delivery
- Ability to work under pressure, to deadlines and operate in a fast-paced environment
- Highly organised and efficient with attention to detail.

PLEASE NOTE

The listing of key accountabilities and other duties is not necessarily exhaustive and may be changed at management's discretion to reflect the needs of the company. All personnel will be expected to assist others in their routine tasks as directed, in order to ensure that operational efficiency is maximised.

Prepared by: Mel Lawson

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Approved by: Lynne Gammack

Date: 3rd December 2020