



Job Description – RJ0022 Rev 02

Job Title: On-Site Engineering Stores Lead/Manager
Department: Warehouse
Reports to: Procurement Manager
Location: Customer Site

SUMMARY

Reporting to the Procurement Manager, the On Site Eng Stores Manager is part of the Warehouse team, which is responsible for efficiently managing inventory including MRO Spares, VMI Material and all consumables. The role also involves working to relevant KPI's, ensuring all employees are properly trained and adhering to safety procedures.

DUTIES AND RESPONSIBILITIES

- Comply with Customers Global and local policies, procedures, guidelines, and regulatory requirements.
- Will execute current good manufacturing practices (cGMP) and good documentation practices (GDP) in the performance of day to day activities.
- Complete site training and keep up-to-date with latest operational procedures
- Act as a Storeroom Lead providing services applicable to the requirements of the site users, including CUSTOMERS Engineering, third party sub-contractors, external suppliers in order to maintain proactive successful relations.
- Issue, receive and manage Customers owned Inventory and utilising the Customers ERP stock management systems, ie SAP, MAXIMO etc.
- Utilise the CUSTOMERS ERP system for storeroom practices such as Cycle Counting, Stock Checks and Material Planning

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- Run weekly printout of parts issues, determine which items need to be ordered, include these on a requisition list, check all parts on the requisition list and make up list of parts to be ordered.
- Put up New Requisitions, All items on the requisition list are put on order and then exported via the interface to purchasing.
- Liaise with Purchasing and Finance to ensure all stores related functions are running as they should.
- Review all New Project parts, set up new spare parts with all the necessary information.
- Review all stocking profiles and identify procedures that can effectively be implemented to reduce any related cost.
- Ensure a high standard of filing and documentation is maintained in the Engineering Stores.
- Produce Reports and presentations of activities as required
- Ensure stores procurement requisitions are processed correctly
- Notify site users of deliveries received, when appropriate
- Ensure adequate storage requirements are available for items under your control
- Operate a 5S programme within the stores area
- Ensure all administration requirements are updated daily
- Ensure compliance with company and statutory Health & Safety requirements.
- Attending meetings with customers and Rexel Management
- Presenting stores metrics to customers and Rexel management, Metrics will include at a minimum, cycle count results and any actions taken from negative results, amount of activities within the stores both receiving and issuing of items. Shelf life management, Safety Adherence, training adherence of all stores personnel.
- Organises and reviews workload on a regular basis.
- Able to organise several projects or activities running concurrently.
- Present on progress of all projects and highlight any roadblocks.
- Manage expiry date and shelf life of all items under your control
- Juggles different demands and switches between them as appropriate.
- Constantly monitors, analyses and reports progress

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- Organise all returns to suppliers
- Raise CAPA's where required with suppliers
- Keep daily trackers of all items/ activities needing further action from other departments
- Strictly adhere to DGSA requirements
- Ensure all staff are up to date with all training requirements including health and safety and chemical handling.
- Maintain suitable quarantine / segregation area for nonconforming goods
- Maintain proper bunding/ storage for all oils and chemicals
- Ensure recycling of waste packaging is adhered to

COMPETENCIES: *These are skills or attributes needed to undertake this role competently*

Continuous Improvement

- Keeps fully abreast with industry developments.
- Ensures performance and quality are maintained

Communication

- Able to effectively use a full range of communication tools and techniques.
- Creates empathy with individuals and is able to build rapport.
- Has the ability to communicate with people at all levels clearly and precisely.

Customer Focus

- Anticipates and pre-empts requests from customers.
- Always demonstrates customer care principles.
- Fully accepts legitimacy of customer needs and expectations.
- Able to develop or recommend solutions.

Financial and commercial awareness

- Acts in the best interests of Customers.
- Develops and maintains a broad network of contacts.

Judgement and Decision Making

- Capable of thinking on feet.
- Works with general policies and functional goals under management guidance
- Takes responsibility

Problem Solving

- Shows a sense of urgency. Demonstrates awareness of risks and consequences in reaching decisions.
- Enjoys challenges.
- Ensures review or investigation, identifies cause and takes measures to avoid repeat. Handles crises calmly and efficiently.

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Negotiating, Influencing, Persuading

- Inspires confidence in work colleagues.
- Keeps up to date with external events and developments that could have an impact on your responsibilities.
- Fosters good external relations and acts with integrity towards key organisations.
- Able to agree compromise which gives win: win situations.
- Understands the organisation's culture and works within it and to influence it

QUALIFICATIONS / EXPERIENCE

Experience in managing people

5 years Working in a fast paced Warehouse/ Distribution center.

Previous training or use of Manual handling equipment

Experience of working with Microsoft Word, Excel is essential

Knowledge of ERP systems is desirable

ADDITIONAL SKILLS

Strong teamwork background

Good knowledge of warehousing systems is an advantage

Ability to work with detailed information in a structured fashion

Excellent communication and numeracy skills

Ability to follow both written and verbal instruction

Understanding of Health & Safety issues

PERSONAL ATTRIBUTES

Conscientious and hardworking individual who has the ability to work effectively in a fast moving environment, whilst maintaining accuracy at all times

Ability to work to tight deadlines and to deal with several issues at once

WORK ENVIRONMENT

Warehouse based

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