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| **JOB TITLE:** | Stores Person / Inventory Officer |
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| Location: | Christchurch |  | Date: | May 2025 |
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| Reports to: | Project Manager |
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| Purpose: | To manage and maintain the efficient operation of the inventory and warehouse processes. |
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| **ROLE SUMMARY:** |
| Having started providing electrotechnology services in 1936, McKay is a historic New Zealand electrical company with a depth of experience in providing end to end electrical solutions for a wide range of industries and sectors. McKay is the parent brand and has acquired and started a range of companies under the McKay Group name in order to serve all electrical needs. As the Store Person / Inventory Officer at McKay Ltd., you are responsible for managing and maintaining the efficient operation of the inventory and warehouse processes. This involves overseeing the receipt, storage, and issuance of electrical materials and products, ensuring accurate inventory levels, and supporting various departments in meeting their operational needs. |

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| RESPONSIBILITIES:  |

1. **Inventory Management:**
	* Maintain accurate records of all incoming and outgoing electrical materials.
	* Conduct regular stock audits to ensure physical inventory matches the system records.
	* Implement and maintain an organised and efficient warehouse layout for easy access and retrieval of items.
2. **Receiving and Inspection:**
	* Receive and inspect incoming shipments of electrical products and materials.
	* Check for damages, discrepancies, and ensure that the received items meet quality standards.
	* Collaborate with suppliers and vendors to resolve any discrepancies or issues with shipments.
3. **Order Fulfilment:**
	* Process internal requests for electrical materials and products.
	* Prepare and package items for shipment, ensuring accurate and timely delivery to various departments or project sites.
	* Coordinate with purchasing and other relevant departments to ensure the availability of required items.
4. **Data Entry and Documentation:**
	* Input and maintain accurate data in the inventory management system.
	* Generate and analyse reports on inventory levels, stock movements, and order fulfilment.
	* Maintain proper documentation for all transactions and shipments.
5. **Quality Control:**
	* Collaborate with the quality control team to ensure that all electrical materials meet specified standards.
	* Implement and enforce quality control procedures within the warehouse.
6. **Safety and Compliance:**
	* Adhere to safety guidelines and protocols to ensure a secure working environment.
	* Stay informed about industry regulations and compliance requirements related to inventory management and storage of electrical materials.
7. **Communication:**
	* Liaise with internal departments, suppliers, and other stakeholders to ensure smooth operations.
	* Communicate effectively with team members and provide necessary training on inventory management procedures.

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| QUALIFICATIONS & KNOWLEDGE:  |

* High school diploma or equivalent; additional education or certification in logistics, supply chain management, or a related field is a plus.
* Proven experience in inventory management, preferably in the electrical industry.

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| ROLE PROFILE:  |

As a Stores Person / Inventory Officer at McKay Ltd., you must hold the following capabilities;

* Familiarity with electrical products and materials.
* Strong attention to detail and organisational skills.
* Proficient in using inventory management software and Microsoft Office Suite.
* Excellent communication and interpersonal skills.
* Ability to lift and move heavy items as needed.

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| McKay GUIDING VALUES: |



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| **REVIEWED BY:** |  |  | **DATE:** |  |
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| **Last updated by:** | People and Culture |  | **Date/Time:** | May 2025 |