

# POSITION DESCRIPTION

<b>Position</b>	Storeperson
<b>Report to</b>	Construction Manager
<b>Direct Reports</b>	Nil
<b>Business Unit</b>	Construction
<b>Location</b>	Waikato

## POSITION SCOPE AND PURPOSE

To ensure goods/plant are selected, packaged, and loaded to facilitate delivery in acceptable condition.

To maintain stock levels, plant, and the yard and to liaise with internal customers with delivery information.

## KEY RESPONSIBILITIES

Health & Safety requirements are addressed in all operations and project planning

Ensure adequate stock exist

Reduce stocks on slow moving parts and to identify obsolete stock for removal

## KEY RESULTS

- All work is carried out in a safe manner and in accordance with company H & S policies
- Throughout the workday H & S practice is observed and action taken if practices are unsafe
- Health and Safety responsibilities for this role are met as per Appendix 1 of this document.
- Stock is maintained at pre-determined levels and “no stock” situations do not occur
- Pricing information is maintained as necessary with Purchasing Team
- Stock purchases are obtained from authorised suppliers
- Overstocking does not occur
- Obsolete stock is removed within specified timeframes

Check for damage on incoming goods	<ul style="list-style-type: none"> <li>• Damaged goods are identified and returned for credit in a timely manner</li> </ul>
Maintain plant/yard and store as required	<ul style="list-style-type: none"> <li>• Store is maintained in a safe, tidy condition with stock labelled and identifiable</li> <li>• Plant and yard are well maintained</li> </ul>
Ensure goods and or plant, are in acceptable condition for dispatch	<ul style="list-style-type: none"> <li>• Goods and plant are always ready for dispatching within required timelines</li> </ul>
Operate associated machinery when directed by the Manager	<ul style="list-style-type: none"> <li>• Machinery is operated within H&amp;S specifications</li> </ul>
Deliver materials to sites when required	<ul style="list-style-type: none"> <li>• Material is delivered to appropriate sites within specified timeframes</li> </ul>
Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.	

## KEY RELATIONSHIPS

### Internal

- CCSSL Managers
- CCSSL Truck drivers
- Purchasing Administrator
- Site Managers
- Foremen
- Driver
- Detailer

### External

- Customers
- Suppliers
- Delivery companies

## PERSON SPECIFICATIONS

### Essential

- Demonstrated level of good mathematics skills
- Experience with or understanding of stock control, keeping records and statistics of sock movement
- Excellent communication skills, both written and verbal
- Good interpersonal skills
- Ability to work well under pressure and to perform to deadlines
- Able to work within a team
- Professional attitude at all times

## Our purpose and vision

# Driven by a common purpose

### Our purpose

**To Build a Strong Future – for our people, our customers and the communities we live and work in.**



### Our vision

**To be New Zealand's property and build partner of choice.**

## Our values

# Built on collaboration

We have generations of proven experience on our team and we're driven by a common set of values in 'Find a Way', 'Play Fair', 'Be Loyal' and 'Own It'.

### **FIND A WAY.**

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future.

### **PLAY FAIR.**

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate.

### **BE LOYAL.**

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers.

### **OWN IT.**

We take ownership of our wellbeing, our work and the work of our team.