



We're Skyliners
Inspired by every smile.

Position Description

Company	Skyline Queenstown	Date	December 2025
Title	Stores Person	Reports to	Purchasing Manager
Team	Stores	Location	Queenstown

Our Purpose

Skyline's purpose is to share real fun with the world. Gravity is our superpower. But not our only power...

The purpose of this role is to manage and distribute stock accurately and efficiently, ensuring operational needs are met and company standards are upheld.

Our Strategic Goals

DELIVER:

Target ROI from all
SEL Business units

INVEST:

In high potential
businesses in
outstanding
locations

OPERATE:

An efficient, agile
and sustainable
business

EMPOWER:

Empower our people
to deliver real fun

Our Values and Culture

Skyline Queenstown is a leader in the New Zealand travel and tourism sector. We are successful because of the commitment of our staff towards our company's purpose; to share real fun with the world. We have three values that sum up how we communicate, behave, and work together to achieve our goals. We're Skyliners. We're brave, we care, and we do everything we can to deliver real fun and make people smile.






skyline.co.nz

Scope of Role			
Responsible for	The Stores Person is responsible for the efficient organisation and distribution of stock and materials to support daily operations. Working closely with the Freight and Logistics Coordinators, the primary focus of this role is to ensure stock is accurately dispatched across the complex and storerooms remain clean, safe, and well-organised. This is a busy, hands-on role that requires a high degree of flexibility, physical fitness, and a strong work ethic.		
Key Relationships			
Internal	<ul style="list-style-type: none">All other Departments	External	<ul style="list-style-type: none">GuestsSuppliers

Key Accountabilities and Tasks	
General Responsibilities	Description
	<ul style="list-style-type: none"> Maintain and review accurate records of purchased goods, including costs, delivery information, and inventory levels. Verify and document receipt of incoming items; investigate and resolve discrepancies or delivery errors with suppliers. Keep information organised and accessible by sorting, filing, and maintaining documentation systems. Ensure efficient stock rotation and turnover in line with operational needs. Maintain effective systems and processes for the receipt, handling, storage, and distribution of stock. Distribute stock to the correct departments or locations in an effective and timely manner. Maintain accurate records for all stored items and oversee the safe, secure, and orderly upkeep of storage and warehouse areas. Present a professional and positive public image that always reflects Skyline's standards, whether on-site or when representing the company externally. Uphold the company's purpose, focus, and core values in all aspects of work. Maintain absolute confidentiality regarding company information, documentation, and operations.
Guest Services Responsibilities	<ul style="list-style-type: none"> Provide high-quality guest service across the complex, ensuring a welcoming and professional experience. Respond to guest enquiries and questions about Skyline and Queenstown in a helpful, informed manner. Prioritise guest needs above all other tasks to deliver a consistently high standard of service. Respond promptly and professionally to guest requests, resolving issues efficiently and ensuring guest satisfaction.



Social, Environmental & Governance Sustainability	<ul style="list-style-type: none"> Observe guest interactions and behaviours to anticipate needs and ensure satisfaction with services and products. Maintain thorough knowledge of departmental products, services, and operational procedures to confidently support guest needs.
	<p>Ensure any actions, projects or proposals consider and proactively support the priorities of the Skyline Sustainability Framework:</p> <div> <div>  <p>People Caring for our people, our communities and our customers</p> </div> <div>  <p>Place A light footprint on the land, guardians of our places</p> </div> <div>  <p>Prosperity A value-driven responsible business</p> </div> </div> <ul style="list-style-type: none"> Ensure recycling and waste management practices are carried out where possible. Maintain your work area to an environmentally acceptable standard. Make suggestions for environmentally sustainable improvements.
Health & Safety	<p>Ensure a personal and organisational commitment to, and delivery against, health and safety (Safe Place, Safe People, Safe Practices) and sustainability objectives.</p> <ul style="list-style-type: none"> Take responsibility for meeting Skyline's obligations in workplace health and safety by making sure own actions keep yourself and others safe. Conduct your work in a safe and reliable manner, adhering to Skyline's H&S procedures. Champion and advocate H&S where appropriate in your everyday interactions. Undertake H&S administrative processes as required.
Knowledge, Experience & Qualifications	
Essential	
Desirable	<ul style="list-style-type: none"> Experience in hospitality, tourism, logistics, or similar customer-focused environments. Previous experience in a stores, warehouse, inventory, or stock control role. Practical knowledge of receiving, recording, and issuing stock.
Person Specification / Key Attributes	
Essential	<ul style="list-style-type: none"> highly organised Reliable and dependable excellent communication skills a positive "can-do" attitude and takes pride in their work the ability to multi-task and the confidence to use your initiative attention to detail and the ability to follow procedures and processes ability to work efficiently under pressure while maintaining high standards



Change of Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment. This position description may be reviewed and amended from time to time during your employment after consultation with you.

Employee Name:

Employee
Signature:

Date:

