

POSITION DESCRIPTION

Position	Storeman
Report to	Construction Manager
Direct & Indirect Reports	Nil
Business Unit	Construction
Location	Milton
Delegated Authorities	Makes decisions as delegated by the Construction Manager and in accordance with this Job Description

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 stocks exist.

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

Check for damage on incoming goods.

Maintain plant/yard and store as required.

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 or not being carried out.
- Health and Safety responsibilities for this role are met.
- Stock is maintained at pre-determined levels and 'no stock' situations do not occur.
- Pricing information is maintained as necessary with the Purchasing Team.
- Stock purchases are obtained from authorised suppliers.
- Overstocking does not occur.
- Obsolete stock is removed within specified timeframes.
- Damaged goods are identified and returned for credit in a timely manner.
- Store is maintained in a safe, tidy condition with stock labelled and identifiable.
- Plant and yard are well maintained.

- Ensure goods and or plant, are in acceptable condition for dispatch. • Goods and plant are always ready for dispatching within required timelines.
- Operate associated machinery when directed by the Manager. • Machinery is operated within H&S specifications.
- Deliver materials to site(s) if required. • Material is delivered to appropriate sites within specified timeframes.
- Site audits. Managing QR coding and scanning of all items in rest of store. • Checking and scanning plant on sites. Small plant system will be up to date at all times.
- Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- CSSSL Managers
- CSSSL Truck Drivers
- Foreman
- Site Managers
- Logistics Coordinator
- Small Plant Manager

External

- Customers
- Suppliers
- Delivery companies

PERSON SPECIFICATIONS

Essential

- Tech savvy.
- Process driven.
- Current Drivers Licence and able to travel out of town when needed.
- Demonstrated level of good mathematics skills.
- Experience with or understanding of stock control, keeping records and statistics of stock 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.

Desirable

- Asset management experience an advantage.

CSSSL Standards – Attitude and Conduct

CSSSL Standards outline the key attributes we expect staff to apply as they go about their work and in their interactions with other colleagues and customers. These standards are outlined in the employee handbook.



Our Vision

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

Our Purpose

**Build a strong
future – for our
people, our
customers and
the communities
that we live and
work in.**

Our Values

**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.