



POSITION DESCRIPTION

Job Title	Store Person
Reports to	Senior Purchasing Officer
	N/A
Date	January 2024

Job Purpose

To provide a high level of customer service within the Store, ensuring that it is planned and organised and ensuring an effective and efficient service is supplied by the Store to QRS and its clients.

This position description, reporting structure and duties and responsibilities may be altered by the Company from time to time after consultation with you where the changes are deemed substantial.

Demonstrates QRS Values

- Equality

all in, supportive, bring your skills, lead by example, no-one too big to help.

- Pride

In the job, the company, community and what we do.

- Respect

For the job, client, equipment, environment, each other, turn up on time, know your limits, respect our rules and policies.

Area of Focus	Expected Outcomes
Store Administration	<ul style="list-style-type: none"> Enter NZTA – RUC invoices daily. Reissue hub meters as necessary. Issue RUC's and Registrations and required Arrange issue or cancellation of fuel cards after approval obtained Issue small plant, stock and PPE as required Return items for credit as necessary Allocate and Process creditor invoices Liaise with supplier representatives as required

	<ul style="list-style-type: none"> • Liaise with suppliers for quotes • Enter product and plant information into database • Issue order numbers • Keep inventories of plant and tools issued to personnel • Manage plant/tool issue and return system. Including appropriate safety equipment • Update and improve Store systems and process as appropriate • Stock and fuel issues Daily • Complete stocktakes all stock 6 monthly • Fortnightly/ Monthly stocktakes for high turnover items as agreed by operations coordinator. • Process Inwards Goods • Complete documentation in line with procedures • Unload product as required • Other tasks as necessary • Size new employees for uniforms and then order them. • Allocate and input Caltex Starcard Account. • Receipt in all creditor invoices and distribute for approvals.
Store Compound	<ul style="list-style-type: none"> • Oversee the store compound to ensure it is tidy and organized as at all times
Health & Safety	<ul style="list-style-type: none"> • To ensure H&S systems are in place, and complied with, to manage the safety of all employees, contractors and public in area of control, in accordance with H&S compliance legislation and internal H&S protocol. • Promote H&S best practice, provide support and give advice within the area of control on the implementation of these systems, in accordance with H&S compliance legislation and internal protocol. • To provide advice on the identification of health, safety and environmental risks, contribute to implementing a risk management process to ensure risk within area on control is mitigated and managed.

Quality Assurance	<ul style="list-style-type: none"> To ensure the Company's policies and procedures are followed at all times. To ensure that quality standards are continuously improved with a focus on 'getting it right first time'
Professionalism, Teamwork and Commitment	<ul style="list-style-type: none"> To deliver a customer centred approach in all aspects of the role ensuring the needs of individual customers are fully met. To contribute to the overall development of the section and aim to provide a high quality service. To take responsibility for projects as allocated by the Chief Operations Officer. To be a proactive role model at QRS by consistently demonstrating that QRS' values and behavioural styles are embedded within this position. To maintain confidentiality at all times in connection with work carried out. To carry out any other duties appropriate to this position; as necessary or as requested. To undertake appropriate training relevant to the position.
Other Duties	<ul style="list-style-type: none"> Other duties are performed as required in accordance with operational requirements Reporting requirements are consistently met Flexibility and willingness to perform a variety of tasks is demonstrated Adherence with standards and procedures is maintained at all times

PERSON SPECIFICATION

POSITION: Store Person

Selection Criteria		Essential/ Desirable E/D	Means of Assessment
QUALIFICATIONS:			
1.	Class 1 Drivers Licence	D	A/I
EXPERIENCE:			
1.	Clerical/administrative experience within an office environment	E	A/I
2.	Experience in the use of Microsoft Office	E	A/I
3.	Dealing with individuals and outside organisations, in person and by telephone	E	A/I
4.	Computer network and file management	E	A/I

5.	Ability to multi task	E	A/I
6.	Ability to problem solve	E	A/I
SKILLS/COMPETENCIES			
1.	The ability to use a personal computer for word processing and spreadsheets	E	I
2.	The ability to maintain accurate records and filing systems	E	A/I
3.	The ability to produce quality results to tight deadlines	E	A/I
4.	Ability to plan and organise well, multi-task and deliver on promises	E	A/I
5.	Excellent communication skills (verbal and written)	E	A/I
6.	Clerical skills displaying literacy and numeracy	E	A/I
7.	Flexible in the approach to work to respond to the needs of internal customers	E	I
OTHER REQUIREMENTS			
1.	A commitment to provide and improve service delivery to the customer	E	I
2.	Flexible in the approach to work to respond to the needs of internal customers	E	I
OTHER REQUIREMENTS			
4.	An understanding of the importance of confidentiality	E	I
5.	Willing to take responsibility for own training and self-development	E	I

Means of Assessment	
A Application Form or CV	I Interview
P Presentation	W Written Exercise
S Skills Test	C Production of Certificates