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| **POSITION DESCRIPTION** |

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| **Job Title** | **Workshop/Store Administrator** |
| **Reports to** | **Business Support Manager** |
| **Direct Reports** | **None** |
| **Date** | **November 2024** |

# Job Purpose

To provide effective and efficient administration and administrative support to the Workshop team.

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.

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| Area of Focus | Expected Outcomes |
| Workshop Administration  Work with supervisor to implement maintenance schedule for all QRS plant | * Ensure Vault is up to date to enable planning of regular maintenance (COFs and WOFs) of QRS plant and arrange to have plant available for workshop staff as required. * Ensure job cards are entered into Vault. * Ensure Blackhawk details are up to date including installation * Complete workshop invoicing. * Provide reports for Workshop Manager, fuel consumption, labour productivity, plant utilisation. * Update plant list. * Update RT list. * Support Workshop and Supervisor in ensuring that the workshop is adequately staffed and equipped to meet QRS operational requirements. * Ensure the mechanics on-call roster is maintained and up to date at all times. * Ensure timesheets are completed daily by all workshop employees. * Communicate with the Store person to ensure all essential or constantly used parts are always available. |
| Store Administration | * Enter NZTA – RUC invoices daily. * Reissue hub meters as necessary. * Issue RUC’s and Registrations when required. * Arrange issue or cancellation of fuel cards after approval obtained * Issue small plant, stock and PPE as required. * Stock and fuel issues daily. * Allocate and input Z fuel card account. * 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 * Complete stocktakes all stock 6 monthly * Process Inwards Goods * Other store tasks as necessary * Size new employees for uniforms and then order them. |
| Health and Safety | * To ensure H&S systems are complied with, in accordance with H&S compliance legislation and internal H&S protocol. * Promote H&S best practice and participate in maintaining the risk management process to ensure risk is mitigated and managed. |
| Quality Assurance | * To ensure that quality standards are continuously improved with a focus on ‘getting it right first time’ * To ensure the Company’s policies and procedures are always followed. |
| Professionalism, teamwork and commitment | * To deliver a customer-centered approach in all aspects of the role, ensuring individual customers' needs 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 Executive Officer. * To be a proactive role model at QRS by consistently demonstrating that QRS’ values and behavioral styles are embedded within this position. * To maintain confidentiality in connection with work done. * 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 | * 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:** Workshop Administrator.

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| **Selection Criteria** | | **Essential/Desirable E/D** | **Means of Assessment** |
| **QUALIFICATIONS:** | | | |
| 1. | N/A | E | C |
| **EXPERIENCE:** | | | |
| 1. | Clerical/administrative experience within an office environment | E | A/I |
| 2. | Experience in the use of Microsoft Office and Excel. | 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 |
| **SKILLS/COMPETENCIES** | | | |
| 1. | The ability to type with speed and accuracy | E | I |
| 2. | Understanding of and commitment to equality and diversity | E | I |
| 3. | Ability to communicate verbally and in writing in a clear and positive way at all levels, including preparing and presenting reports and presentations | E | A/I/P |
| 4. | Strong interpersonal, relationship, influencing and negotiation skills | E | A/I/P |
| **SKILLS/COMPETENCIES** | | | |
| 5. | Ability to plan and organise well, multi-task and deliver on promises | E | A/I |
| 6. | The ability to use a personal computer for word processing and spreadsheets | E | I |
| 7. | The ability to maintain accurate records and filing systems | E | A/I |
| 8. | Flexible in the approach to work to respond to the needs of customers | E | I |
| 9. | A commitment to provide and improve service delivery to the customer | E | I |
| 10. | Able to demonstrate credibility and presence within the Company and to be able to influence and collaborate with managers and staff in a variety of situations | E | I |
| **OTHER REQUIREMENTS** | | | |
| 1. | Ability to be flexible in approach to hours worked to attend networking, training events and meetings etc. | E | I |
| 2. | Willing to take responsibility for own training and self-development | E | I |

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