

Position Description

Position Title: Stores

Responsible To:

Company: Samios Plumbing Supplies

Branch:

Position Purpose: To ensure all tasks and responsibilities in relation to the effective running of the warehouse are completed on a day to day basis. The service of goods inwards and outwards, stock allocation and transport and delivery etc are conducted in a professional and prompt manner to support the branch and the customer.

Principal Accountabilities:

1. Goods Inwards / Outwards

- Correctly check off all incoming goods
- Book in to computer all stock off invoices
- Correctly pick and pack all picking tickets
- Check forklift and handling equipment and use in a safe manner.

2. Stock Control

- Correctly put all stock away
- Phone all customers with orders and arrange either pick-up or delivery
- Liaise with stock controller on any Credits or Goods Return Authority's that need to be packed and returned to suppliers
- Ensure cable rack is fully labeled/stocked and neat and tidy
- Ensure relevant employee perform cyclic stock takes on a weekly routine, minimum of 7 per week and advise of any discrepancy as they happen

3. House-Keeping

- Ensure store and driveway area is kept clean neat and tidy at all times
- Ensure truck/van is kept clean, neat & tidy by washing weekly
- Ensure all relevant paperwork is filed promptly

4. General Duties

- Immediately report any damages to assets or incidents directly to management
- Use a courteous and customer focused attitude while dealing with clientele.
- To work as a team member and assist all other team members whenever possible
- To participate in on-going training to develop product knowledge, services and skills
- Any other duties in accordance with Management

Employment Responsibilities:

- To ensure conduct is professional, courteous and respectful when dealing with all customers (internal / external) and team members
- Responsible for ensuring compliance with all relevant company policies, in particular those relating to Occupational Health and Safety and Workplace Harassment.
- Communicate in a professional manner and be well presented at all times
- To actively participate in a team environment

Location of Work:

The **Samios** Branch is located at [insert branch details](#), however the company may require staff to work at other branches if required by the business. Staff will also be expected to travel for training/work if/as required.

Date: _____