

JOB DESCRIPTION

SECTION 1 – IDENTIFYING INFORMATION

Job Title	Engineering Stores person	Department	Engineering
Function	Chilled & Frozen	Site	Fakenham
Date	21st September 2022	Approved by (manager)	

SECTION 2 – JOB SUMMARY

Primary Role:

- The Stores person will be responsible for the day to day movements of the Engineering stock on site for all Electrical and Mechanical Components that are used by the Maintenance Team. The administration is conducted via Pirana, CMMS system and ordering using M3 ERP system. A key part of this role is to keep the stores rooms in a well presented and safe environment while maintaining audit compliant conditions. All parts movements logged onto Pirana so spares can be found quickly when needed and fully traceable.
- Stock Control and Rotation

Secondary Roles:

- Process order request
- Receiving deliveries
- Identifying new or existing parts for data entry and ordering
- Issuing of stock to the engineering team
- Follow companies audit compliance process
- Preparation of PPM and service kits
- Assisting with data entry on assets, locations and critical spares as required
- Assist and stand in for the Stores Manager in the purchasing and stock control systems being used within the Engineering Department as required.
- To interface with, induct and escort any customer representative, visitor, contractor, inspector or official when required.
- Other duties that may be required by the Senior Engineer on site or Site Engineering Manager. These duties would be based on the capability and experience of the candidate such as FLT driving. Training will be given where required.
- Communicate the Day to Day material needs of the Engineering Dept
- Administration of the Engineering Stores utilising M3 Purchasing System & Pirana Purchasing and Stock Control
- Maintain accurate records of Engineers Tool Allowance, challenging spend where necessary
- Ensure all COSHH and Food Safety documentation relating to Food Lubricants, machinery and parts is maintained and up to date for both internal and external Audit purposes
- Manage all items of Consignment Stock whether provided in house or through externally agreed supplier
- Arrange transport and shipping of Engineering parts and stock worldwide as required

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SECTION 3 – KEY ACCOUNTIBILITIES		% OF TIME
Maintaining, Development and day to day administration of the Engineering Stores. The transfer of all available and future data onto the CMMS that will reflect current and future factory organisation and production requirements. Ensure systems are in place for stores to minimise inventory levels and working capital Communicate daily with Engineering and Manufacturing to ensure parts available for planned maintenance, engineering and production priorities.		75%
Deliver improvements in locating, purchasing, receiving, storing and issuing of parts and materials including waste reduction initiatives in line with Departmental requirements and Continuous Improvements Own and drive the Stores logistics and development. Develop and manage the CMMS Stock Control		20%
Other duties as required. Personally demonstrate safe behaviour and take responsibility for the management of health & safety of engineering staff and contractors in the stores and finance areas Support a culture that enhances behavioural awareness to reduce accidents and near misses		5%

SECTION 4 – EDUCATION & EXPERIENCE	
Education Level (i.e. Degree, Prof. Quals., etc)	Engineering qualification preferred. Other qualifications in a relevant subject may be considered. Previous relevant experience of Pirana CMMS could offset academic qualifications.
Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc)	Previous experience in a stock control / stores related position, Preferably in an engineering or Food manufacturing environment IT literate for the purpose of Outlook and Office basic's Experience with a computerised maintenance management System is desirable, ideally Pirana A flexible approach to working and strong teamwork ethic
Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc)	Food Manufacturing experience would be an advantage. Knowledge of M3 ERP and/or Pirana would be an advantage. Demonstrable experience of Engineering Stores experience within an FMCG environment – Preferably Food Based Basic / Intermediate IT skills. Above average Attention to detail Ability to work to challenging deadlines whilst remaining focussed on task Excellent written, numeracy and analysis skills. Demonstrate good interpersonal skills