

Position Description

Engineering Store Data and Inventory Assistant – Fixed Term

Title:

Engineering Store Data and Inventory Assistant – Fixed Term

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To support the effective daily operation of the Engineering Parts Store by ensuring inventory accuracy, timely parts availability, and reliable data management. This role plays a key part in enabling maintenance and engineering teams to operate efficiently.

- **Inwards Goods Management**
Receive, inspect, and process incoming goods, ensuring accurate documentation and timely entry into inventory systems.
- **Inventory Control & Stocktaking**
Maintain accurate stock levels through regular cycle counts and full stocktakes. Investigate and resolve discrepancies to ensure inventory remains fit for purpose.
- **Parts Picking & Work Order Fulfilment**
Accurately pick and issue parts in alignment with maintenance work orders, ensuring timely support for engineering activities.
- **Timesheet Entry**
Enter and maintain accurate timesheet records to support operational reporting processes.
- **Customer Service**
Provide responsive and professional service to internal customers, assisting with parts identification, availability, and ordering.
- **Vendor Relationship Management**
Liaise with suppliers to ensure timely delivery of goods, resolve supply issues, and maintain strong working relationships.
- **Additional Duties**
Perform other tasks as directed by the Stores Team Leader to support the overall effectiveness of the store and site operations.

Reports to:

Stores Team Leader

Direct Reports:

None

Key Relationships:

Site Services Manager
Maintenance Staff
Plant Operators
Plant Supervisors
Compliance Staff



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Accounting Staff

Authorities & Financial Responsibilities:

None

Key Result Areas (KRAs):

KRAs:	Measures:
Inventory Management	<ul style="list-style-type: none"> • Checking of stock inventory levels. • Carry out rolling stock-takes and adjusting inventory levels accordingly. • Printing labels for new and changed stock and allocating the correct storage location. • Maintain the engineering stores in a clean and tidy condition. Carry out monthly housekeeping checks. • Preparation of parts kits for preventative maintenance work orders.
Inwards Goods	<ul style="list-style-type: none"> • Check all received goods for quality, quantity and description against order placed. • Enter new stock quantities into JDE and place in correct location in the store. • Quarantine and parts received that are faulty or incorrect and contact the vendor to return and or replace. • Notify the receipt of non-stock parts to the maintenance technician or project engineer that requested the part.
Working hours Management	<ul style="list-style-type: none"> • Entry of Tatua Maintenance and Project staff working hours into JDE. • Maintenance of Contractor timesheets and entry of contractor's times into JDE purchase orders.
Customer Service	<ul style="list-style-type: none"> • Ensure that all staff entering the parts store are assisted in a prompt and friendly manner to find the part that they need.
Health & Safety	<ul style="list-style-type: none"> • safely undertake all work and follow all company and workplace health and safety procedures • Identify new hazards and advise the manager or workplace H&S representative/coordinator within 24 hours of identification (or earlier if required) • Accurately report incidents and accidents to the manager or workplace H&S representative/coordinator as soon as possible.

General:

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly
- To cease any operation if there is an acknowledged safety risk

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Key Skills / Knowledge / Experience Required:

- Exceptional interpersonal and communication skills
- Self motivation and initiative
- Planning and organisational skills
- Proficiency in the use of Microsoft Office applications
- Accurate data entry with close attention to detail
- Physically fit

Essential Qualifications Required:

- Proficiency in the use of Microsoft Office applications
- Understanding/experience in stores systems

Desirable Qualifications:

- Previous experience of an ERP / CMMS system
- An Understanding of engineering components (mechanical and electrical)

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

This Position Description is a working document subject to review and change as required by Management

Office Use Only

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
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