

Position Description

Engineering Stores Co-Ordinator

Title:

Engineering Stores Co-ordinator

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To lead administrative duties within the engineering stores which also interface multiple departments within Tatua. Key fundamentals such as Purchase order management, inwards goods, stock management, creation of new parts entities, stock level checking, Invoice Coding, customer services and health & Safety are the core responsibilities

To ensure that all parts are fit for purpose and compatible with appropriate food legislation. Processing and assembling parts for preventative maintenance work orders and providing administrative support to the engineering stores.

The role may also be required to complete other duties as requested by the Stores Team Leader.

Reports to:

Stores Team Leader

Direct Reports:

None

Key Relationships:

Site Services Manager
Maintenance Staff
Project Managers
Operators
Plant Supervisors
Compliance Staff
Accounting Staff

Authorities & Financial Responsibilities:

None

Key Result Areas (KRAs):

KRAs:	Measures:
Inventory Management	• Checking of stock inventory levels. • Replenishment orders to maintain stock 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.

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	Preparation of parts kits for preventative maintenance work orders.
Inwards Goods	Receipt all parts delivered to the Engineering Store. - 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. - Receipt the purchase order in JDE. - Notify the receipt of non-stock parts to the maintenance technician or project engineer that requested the part.
Purchase Orders	- Raise all stock, non-stock and capex purchase orders for the Site Services Team in JDE and forward to the required vendor. - Update prices of purchase orders in JDE as advised by vendors. - Manage relationship with vendors to ensure that contact details are maintained and that changes to products are communicated to relevant Engineering personnel. - Receipt of all purchase orders as they arrive. - Obtain quotations for parts where requested by Engineering staff. - Monitoring and ordering stock of LPG gas for forklifts and Argon for welders.
Quality	Quality Management of the stores. - Obtain quality documentation and file in JDE where parts and compounds are required to come into contact with product. - Liaise with vendors when quality issues are identified to ensure that they are resolved in a timely manner and are not repeated. - Obtain quality and safety data for new compounds, raise a TSR to have them correctly classified and ensure that all compounds are labelled with the correct food safety label. - Participate in internal and external audits of the stores. - Work with the Stores Team Leader to update and maintain the Store QA manual.
Working hours Management	- Entry of Tatua Maintenance and Project staff working hours into JDE daily. - Maintenance of Contractor timesheets and entry of contractor's times into JDE purchase orders.
Accounting	- Follow up of open purchase orders with Engineering staff to ensure timely receipt of goods and services by month end. - Advise accounting via Approval Plus of invoices that are to be placed on hold in a timely manner. - Work with vendors to address invoicing errors and obtain credit notes if required. - Creation of missing stock reports for maintenance to locate missing stock.

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Data Entry	• Enter work failure analysis data from all completed work orders into JDE. • Update parts charged to work orders if required.
Customer Service	• Ensure that all staff entering the parts store are assisted in a prompt and friendly manner to find the part that they need.
Safety Equipment	• Ensure all Tatua owned height safety and gas detection equipment (across all of site) is tested and tagged according to the certification needs of the equipment. • Ensure that safety equipment is returned after use in a suitable condition.
Health & Safety	• 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
- Proficiency in the use of CMMS / ERP systems

Essential Qualifications Required:

- Proficiency in the use of Microsoft Office applications
- Experience in administration environments
- 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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