

MY ROLE

Position Title:	Stores Officer – Purchasing
Worksite:	Devonport
Department:	Purchasing – Retail and Hospitality
Role reports to:	Manager Purchasing
Reports to role:	Nil
Authorised by:	General Manager Retail and Hospitality
Date Prepared:	October 2018
Last Revised:	October 2018
Occupant:	
Salary:	Grade 3 Group B Level A
Status:	Full time – 36.50 hours per week 8.42am – 5.00pm

1. General Position Overview

The purpose of this role is to provide an effective and competent stock control function for TT-Line operated vessels:

- Receive and distribute goods
- Order, store and stocktake souvenirs, stationery, printing, terminal supplies, crew uniforms and miscellaneous items
- Process invoices and stock transfers in stock control system

2. Role Environment

Reporting to Manager Purchasing, this role is based in Devonport.

There are no direct reports to this position.

Key internal interactions: Manager Purchasing
 Cost Controller
 Department management
 Shipboard Retail and Hospitality management and staff

Key external interactions: Suppliers
 Contractors

3. Key Responsibilities

- Receive, distribute, store and transport goods including Forklift operations
- Transportation of stores to vessels as required
- Fuel, service and maintain forklift and transport equipment
- Process invoices for goods and services in stock control
- Crew uniform enquiries, fittings, allocation per EBA, maintain store stock levels
- Ensure credits/invoices are requested, processed and supplier accounts maintained
- Batch and transfer invoice data to Finance Department Sun System as required
- Raise and approve stock transfers in stock control system
- Order, receive, store, distribute, stocktake and produce expense reports for stationery, printing, terminal supplies and crew uniforms for period stocktakes
- Answer, assist and identify opportunities with Department staff to reduce costs and streamline systems associated with Purchasing operations
- Use initiative and time management to develop knowledge across Purchasing Department and various systems used. This also involves meeting company objectives, goals and targets

Other tasks as directed by Cost Controller and Manager Purchasing

4. Key Accountabilities

- Ensure correct goods/services are received/performed, agreed rates are charged and costs allocated
- Provide timely and efficient service to internal and external customers for goods and services provided by Purchasing

5. Qualifications

Essential:

- Current LF Forklift licence
- Medium Rigid licence with minimum 2 years' experience
- Ability to gain Heavy Combination licence
- Ability to gain MSIC (Maritime Security Identification Card)

Desirable:

- Understanding of OHS and HACCP
- High level of competence in Microsoft Word, Excel and Outlook

6. Experience

- Stock and cost control or purchasing background
- Computerised inventory management systems
- Strong administration skills

7. Competencies

- Work effectively in a team environment and as an individual
- Take pride in work, with excellent attention to detail
- Demonstrated good interpersonal skills

8. Attributes

- Capacity for innovation and initiative
- Physically fit
- Ability to accept direction
- Effective written and verbal communication skills
- Work effectively in a team environment
- Consistent performance
- Maintain a high degree of accuracy
- Effective time management and organisational skills
- Maintain confidentiality