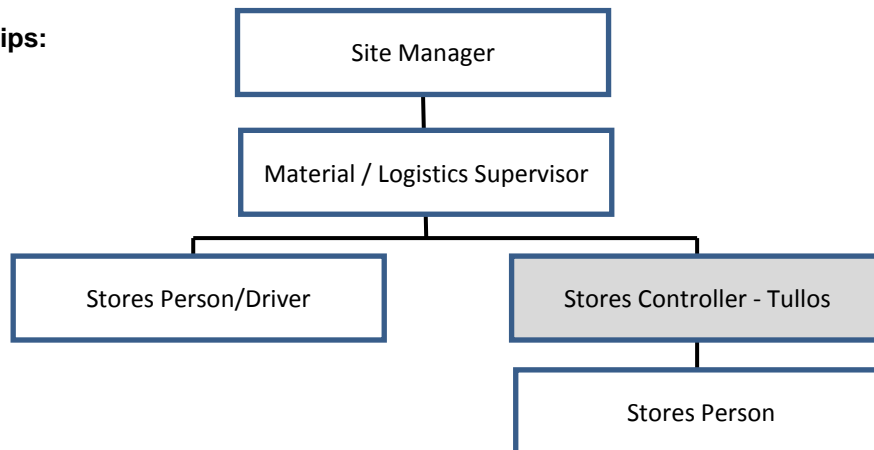


## JOB DESCRIPTION

**1. Position:** **Stores Controller Tullos**

**2. Reporting Relationships:**



**3. Job Purpose:**

To co-ordinate with Materials & Logistics Supervisor to plan all on site receiving/dispatching operations ensuring that all related work is carried out to a high standard with regards to quality of service. To ensure efficient and effective procurement and dispatch activities are carried out as set by TWMA's policies and procedures. To be able to carry out all jobs onsite when required, undertaking training as needed, to ensure efficient operation is maintained. Supervise and delegate tasks to stores personnel.

**4. Key Responsibilities**

### 4.1 Stores Duties

- Assist with the planning of daily onsite and offsite operations
- Ensure inspections are carried out and recorded on daily checklists for site forklifts and vehicles
- Assist in developing and implementing plant maintenance schedules. Progress maintenance work according to those schedules.
- Conduct daily toolbox talks with operators and ensure work instructions and risk assessments are communicated and understood.
- Supervising and delegating responsibilities to operators
- Provide 'on the job' training for new operators. Ensure that Materials & Logistics Supervisor is kept fully advised as to the progress and results of such training.
- Ensure that safe working practices are followed by all employees/contractors on site at all times.
- Ensure that all environmental, safety and quality procedures are followed
- Carry out stores administration and any other relevant administration duties as required by management.
- Support the management of stock control within the stores arrangement.
- Organise and arranging all materials within the store in an appropriate and manageable fashion
- Organise and arrange assets/materials within the yard in an appropriate and manageable fashion
- Regularly seek to identify and implement improved ways of working.
- Attend operational meetings as and when required
- Develop a good working relationship with 3rd party Customers/Vendors
- Any other duties that may arise in line with the post



#### **4.2 Equipment Operation:**

- Assuring that operational instructions are always followed as detailed in the operational procedures.

#### **4.3 External Work:**

- Following instructions from site supervision as required.
- Manage out of hours work as required.
- Working at client/vendor sites

#### **4.4 Yard duties:**

- Loading and back loading of all offshore containers.
- Operating the Forklift.
- Record operations and transportation details, as required by the company's operation procedures.
- Organising the shelving and outdoor parts/equipment as necessary
- Assist with waste management activities

#### **4.5 Management of personnel:**

- Provide support and regularly communicate with operators both formally and informally as required to ensure highest level of operations are achieved and expectations are understood.
- Assist the Materials & Logistics Supervisor to determine adequate manning levels for your areas of responsibility in order to meet the needs of the business.
- Liaise with Materials & Logistics Supervisor when required to plan training for operators to enable effective performance and ensure their personal development is continued in order to meet the changes in the business.

#### **4.6 Complying with Procedures:**

- Ensure all operations comply with the Company and Client operating policies and procedures.
- Ensure all operations comply with the Company Health and Safety policy as defined in the Company handbook.
- Be aware of company conditions of employment as detailed in the Employee Handbook.
- Liaise with HR Department to assure compliance with current employee law legislation.
- Keep up to date with other current legislation, legal requirements and regulations that apply to the company
- Attend training courses to develop skill set as required.

#### **4.7 HSE & SEPA:**

- Ensure site personnel follow TWMA, HSE & SEPA procedures.
- Addressing any concerns and taking appropriate actions in conjunction with TWMA procedures.
- Attending safety meetings with HSE personnel.

#### **Specific Requirements for Job Role:**

##### **Essential**

- **Driving License**
- **Forklift License – up to and including 16Tonnes**
- **HSE Awareness**
- **Ability to plan and organise work of self and others to meet the demands of external works and/or management**



- **Ability to delegate work effectively to employees and motivate employees to perform**
- **Ability to work on own initiative**
- **Ability to work under pressure**
- **Experience in a similar role**

**Desirable**

- **Cargo Packing experience**
- **Basic knowledge of TWMA equipment**

This is not an exhaustive list of duties but it is expected that you will carry out all duties to assist the efficient and safe operation of the allocated tasks and the operation of the site.

This is to certify that I understand all that is expected of me in this job description

Signed:.....

**PLEASE RETURN ONE SIGNED COPY**

Date:.....

**Position Title:** Logistics Assistant

**Position Code:** 610.100.420 **Number of Organisations:** 5

**Position Class:** 41 - 42 **Number of Observations:** 28

**Currency:** British Pound

**Position Description:** Significant experience in monitoring and tracking materials and finished products, including imported and exported goods. Provides special follow-up on shipments of critical materials.

22,890    26,357    25,769    29,260