



POSITION DESCRIPTION

Position Title	Store Person
Location	Head Office, 380 Alexandra St Parkhurst
Employment	Full Time Permanent employment will be offered on successful completion of a 6-month probation period
Supervisor	Maintenance Coordinator
Remuneration	Commensurate with Experience Vehicle Repair, Services and Retail Award

ABOUT THE ROLE

Hopkins Brothers is a local supplier of Quarry Products, Landscaping Supplies, Rail and Civil Construction Services to Central Queensland and beyond.

The Store Person will be responsible for managing parts and supplies to assist the maintenance department to maintain the company fleet.

DUTIES & RESPONSIBILITIES

- Stock replenishment of stores
- Ordering of parts and consumables as required
- Manage the receiving and dispatching of goods, and record accurately using the relevant company software
- Manage transport, tracking and collection of parts as required
- Conduct a quarterly stock take of stores
- Conduct parts picking and issue to maintenance staff
- Loading and offloading of transports vehicles
- Ensure timely and accurate recording of inventory movement
- Keep the stores area clean and tidy at all times
- Routine administrative duties – filing, printing, record keeping and data entry
- Other duties as directed by the Maintenance Coordinator

OH&S RESPONSIBILITIES

- Abide by workplace health and safety regulations and workplace safety policies
- Abide by and promote safe work practices, including appropriate use of PPE
- Maintain safe working conditions
- Operate all vehicles, tools, plant and equipment in safe manner
- Report any hazards, risks or unsafe conditions to your supervisor

- Report any injuries and illnesses to your supervisor or First Aid Attendant
- Report any faulty tools, plant or equipment to your supervisor
- Do not proceed with any task you are not qualified to complete
- Do not proceed with any task that is not safe
- Comply with the OHSE Management Plan, and follow WMSs, JSAs and SWMSs where appropriate

SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES

- Punctuality, reliability and flexibility
- Excellent verbal and written communication skills
- Well-developed interpersonal skills
- Advanced Microsoft Office skills
- Ability to learn new software
- Excellent organizational skills
- Ability to work unsupervised
- Ability to work under pressure
- Commitment to safety and promoting a safe work environment
- Follow all company policies and procedures