

Job Title	Line Manager
Storeman	Contracts Manager

Salary
dependant on experience

Job Purpose
A stand alone position, to enable smooth and efficient running of the military housing contract by maintaining and managing an efficient stock system.

Role and Responsibilities
<ul style="list-style-type: none"> <li>- Manage and maintain stock levels to ensure a suitable number of parts are held at all times, including full responsibility for ordering and tracking orders through to receipt</li> <li>- Issue parts to employees to keep van stock at required level, recording all parts issued</li> <li>- Manage requests for parts and ensure company procedures are followed</li> <li>- Daily communications with team regarding stock levels, parts on order, parts received or any delays that may affect scheduled jobs.</li> <li>- Stock check/audit</li> <li>- Organisation of stores to ensure contents are stored correctly and easily accessible</li> <li>- Keep stores and yard area clean, tidy and free from hazards in line with health and safety procedures</li> </ul>

Skills and Qualifications
<ul style="list-style-type: none"> <li>- Previous stock management experience</li> <li>- Trade industry experience advantageous</li> <li>- Excellent IT skills</li> <li>- Excellent communication skills</li> <li>- Ability to work autonomously</li> <li>- Focused and able to juggle multiple tasks simultaneously</li> <li>- Highly organised</li> </ul>