

Job Description

Job title	Senior Storesperson	Date November 2024
Reports to (title)	Head of Support Services	
Contract/Department	GSK 3540 – Support Services	Revision 1
Location	Stevenage – Cockerell Close	

Job purpose

Describe the overall purpose of the job in two or three sentences.

Manage and maintain stocked spares by booking in deliveries, maintaining re-order points via stock control to ensure limited down time. Deliver requested spares/parts to site based Engineers in a timely manner, prioritising urgent requirements.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Lead Stock replenishment and Stock re-ordering as part of daily duties and activities.
- Operate the goods-in area safely and efficiently with use of mechanical aides where possible.
- Manage on site deliveries on behalf of EMCOR UK including unloading, pedestrian. management and in accordance with Risk Assessment/s.
- Undertake banksman activities for deliveries on behalf of EMCOR UK.
- Provide engineering support of goods supply and quotations.
- Delivery of stocked and ordered items to Stevenage main site.
- Maintaining stores area inline with both best practice and GSK SOP requirements.
- Guidance to onsite teams of who to source materials via EUK supply chain.
- EAM spares management and validation of data input.
- Operate and maintain company vehicle, undertaking weekly inspections.
- Operate Forklift and VNA in accordance with Day to Day task requirements.
- Processing order requests of spare parts and components.
- Drive Goods Received Notification (GRN) of received materials.
- Smartsheet utilisation of online (excel based) logging / booking systems and raising of IOR requests to facilitate re-order and stocking of items.
- Drive stores performance to meeting key service targets of 100% parts availability and zero stock-out related downtime.
- Supply and deliver parts for urgent repairs when required.
- To load and unload deliveries, utilising forklift where required to minimise manual handling risk/s.
- Share information with planning and scheduling team on lead times and material availability timely for maintenance activity and repairs.
- Ensure GxP procedures are followed for GxP related Spares. Ensure certification is provided where available and filed in; in accordance with GxP requirements.
- Ensure GxP Training is completed on yearly basis, as a refresher/change capture.
- Enhance and improve processes for efficiency and customer experience.
- Improved and favourable perception of EMCOR UK as a Service Partner (SP).
- Work safely, highlighting any EHS issues and reporting SOR's (Safety Observation Report).
- To carry out all reasonable tasks that may be requested from time to time by the Client, Management or EMCOR Group (UK).

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- To uphold and always promote the good name of EMCOR UK.
- To follow EMCOR's Code of Conduct and comply with the Client's company rules and maintain a high standard of discipline.
- Fostering a culture of working safely.
- Ensure the Head of Support Services is made aware of any issues in a timely manner, operating to a policy of "no surprises".

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Manage client inventory both volume and value.
- Use of company vehicle for transport of parts / materials requirements from Cockerell Close to Stevenage Main Site.
- Perform accurate updates to EAM asset management system of stock control and holding.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Good understanding of EAM (CMMS System), preferable but not essential.
- General Engineering Knowledge.
- Numerical Competency.
- GxP Awareness & Understanding, preferable but not essential.
- Good Communication Skills.
- Team Player - Work/Collaboration.
- Demonstrate leadership skills.
- Smart, presentable appearance with an on-time and pro-active approach.
- Actively demonstrate behaviour in line with EMCOR values.
- Valid full driving licence.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- Must always wear EMCOR UK provided (relevant) PPE & Uniform when required.
- This job description is not an exhaustive list of responsibilities to be undertaken by the post holder and you may be required to carry out other duties, which are felt to be reasonable and commensurate with the post.
- Must be willing to undertake a multi-functional role.

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Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	