



Stores Assistant Position Description

Location	10 Chelmer Street, Oamaru
Reports to	Store Manager
Direct reports	Nil
Who we are	<p>Network Waitaki is an electricity distribution and energy services business that powers our local economy.</p> <p>Our core business is bringing electricity from the national grid to over 13,000 connected customers in North Otago and parts of South Canterbury, providing innovative energy solutions to our customers.</p> <p>We also have a growing contracting business which provides electricity distribution network construction and maintenance services across New Zealand.</p> <p>We are based in the vibrant coastal town of Oamaru with a team of around 85 passionate and dedicated staff.</p>
Purpose of position	<p>To undertake a range of stores activities to assist the Store Manager support the effective and productive operation of the Contracting team, including</p> <ul style="list-style-type: none"> • the efficient inward and outward management of stock and project materials, including data entry • fulfilment of orders ('pick and pack') for field staff • on-site delivery of stock for field staff as required • monitoring stock levels, undertaking stocktakes and re-ordering as required • assisting with deliveries, loading and unloading • maintaining a safe and tidy store and yard <p>Due to the 24/7 nature of our operation, the Stores Assistant will be requested to be available for after hours and emergency situations as part of their role</p>

Key Accountabilities

Health and safety

- Take responsibility for your own health and safety, and ensure your actions keep yourself and others safe – always
- Identify, report and assist to eliminate hazards in your workplace
- Ensure compliance with agreed health and safety processes and procedures
- Ensure all actions do not present risk to yourself, your work mates, the public or your equipment and plant

Team contribution

- Contribute positively to Network Waitaki culture and share successes, failures, and innovations within the Network Waitaki team
- Ensure internal and external customer satisfaction is delivered
- Work in a manner that reflects clear alignment with the values and expectations of Network Waitaki
- Take ownership of issues – see it, own it, sort it

Stores Activities

- Assist with the management of inward and outward goods, including receipt of inwards good and processing returned items
- Assist with safe and efficient loading and unloading activities, including assisting with inwards deliveries
- Assist Supervisors and other field staff with ordering and selection of stock and materials, and prepare orders for collection prior to job commencement (pick and pack)
- Assist the Store Manager monitor and re-order materials, ensuring minimum quantities are kept on hand, and reduce the likelihood of shortages occurring for stock items
- Undertake data entry relating to stock movement and stores management
- Undertake stocktake activities as directed
- Undertake deliveries to worksites and field crews and other locations as instructed
- Assist with stores management activities, ensuring a clean, tidy and safe working environment clear of hazards and clutter
- Assist with yard activities, including movement of stock, handing of recovered items, managing waste and recycling, and keeping it clear of hazards and clutter
- Assist with ensuring the security of the store and yard, reducing the risk of theft or stock loss

Quality

- Ensure all work completed is in accordance with agreed standards and plans, and meets good industry practice
 - Ensure the store and operational yards are kept safe, tidy and are maintained as an effective working environment
 - Ensure attention to detail and a high level of accuracy in stock management and order fulfilment
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Key Performance Indicators

- No injuries or harm arising from your work and activities
- All work is completed to the satisfaction of the Store Manager
- No lost time or productivity due to planning or organisational issues within your scope of influence
- Demonstrated contribution to a positive, collaborative work culture which aligns with Network Waitaki's values
- Exceptional customer service provided with no negative feedback received
- All required paperwork and processes are completed as requested
- All required training courses are attended and completed with satisfactory results
- All required records and processes are completed within required timeframes
- No loss or damage to stock, plant or equipment within your control

Preferred Attributes

Qualifications	<p>Full NZ Drivers License Class 1 and Forklift (F) endorsement required</p> <p>Full NZ Drivers Licenses Class 2 preferred (training provided)</p> <p>Additional NZ Drivers Licenses up to Class 5 may be required to be obtained (training provided as required)</p>
Experience	<ul style="list-style-type: none"> • Experience with inventory management and the use of computerised stock management systems would be an advantage • Safe and experienced forklift operation would be an advantage • Knowledge of Electrical Industry products would be an advantage • Likes being in the outdoors environment and is not fazed by unpleasant weather conditions • Good spoken and written communication skills • Ability to ask questions, follow instructions, and motivated to learn from others
Fitness for Work	<p>The Stores Assistant needs to be able bodied and physically fit to complete their duties safely, including compliance with our Drug and Alcohol policy</p> <p>A regular medical examination will be required for some positions</p>

Our Values



Relationships

Most Frequent Contacts	Nature or Purpose of Contact
Store Manager	Leadership, direction and guidance
Field Staff	Provide assistance
GM Contracting and Operations	Leadership, direction and guidance
Contracting Management Team	Direction and guidance
Suppliers and Delivery Drivers	Communication and coordination
Customers and Members of the public	Communication and consideration