

## Senior Storesperson – Mechanical Inventory Rolling Stock and Asset Services

### **Purpose:**

The primary purpose of this role is managing the receiving, storing, picking, packing, and distributing of parts and materials for the Kiwi Rail operation, assisting in ensuring efficient and economical utilisation of the facilities for storage and timely supply to meet production and customer requirements. This is a hands-on role, and will involve working along with other stores and inventory staff and employees from other sites/ units/ depots as required. The role will require ability to drive forklifts and use the computer and involves physical activity.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”

### **Dimensions:**

**Reports to:** Site Leader  
**Location:** Local Depot  
**Internal Contacts:** KR Managers and Supervisors, Material and Quality Planners, Inventory and warehousing team, Team Leaders, Depot Team members, Technicians/ Engineers, Zero Harm, Finance, HSAT, Audit Teams. Other internal staff as relevant  
**External Contacts:** Key Customers & Suppliers, Auditors

### **Key Accountabilities**

#### **Inventory**

- Managing the receiving of parts, components and materials into the store, ensuring physical goods are counted and checked and that required documentation is received and actioned.
- Correctly store goods received in allocated location following handling and storage instructions ensuring accurate maintenance of inventory records.
- Maintaining and managing the inventory control data system, ensuring correct entry of Inward Goods Receipts, Issued Pick lists, Reject Warranty Reports, Stock Transfers, and Cycle Counting of current stock holding.
- Safely operating machinery to lift items to and from locations.
- Conducting cycle counts for audit purposes.
- Managing the periodical stock takes.



- Following quality management systems including controlling of a segregated area for rejected goods, recording of any damaged goods/materials.
- Following all safety, risk management, and environmental procedures for hazardous goods.
- Managing and maintain and verifying inventory records, reporting and investigating discrepancies, reconciling all documentation associated with stock movement.
- Managing the packing and movement of stock around the operation.
- Ensuring compliance with all KiwiRail HSSE policies and procedures and that the H & S Responsibility, Authority and organisation structure has been read and understood.
- Ensure all work is compliant with KiwiRail's Quality Management Systems policies and procedures and ISO requirements.
- Ensures correct procedures and process are followed as per KiwiRail's strategic & corporate procurement guidelines for the receiving of goods, materials handling and storage and goods issued.
- Ensures the materials quality management systems and documentation is maintained in an accurate, timely as required manner.
- Ensures strict inventory controls and stock management processes are followed with a focus on achieving stock turn targets, minimum capital exposure targets, wastage targets and availability targets.

### Zero Harm

- Complies with all rail safety system standards, codes, procedures and statutory requirements within area of responsibility
- Identifies and reports accidents, incidents and safety or environmental hazards within work area to immediate manager
- Promotes zero harm and identifies non-zero harm behaviours to ensure full team engagement
- Adheres to KiwiRail's health and safety requirements and takes responsibility for maintaining a proactive approach regarding both personal wellbeing and that of fellow employees, associated customers, sub-contractors and members of the public
- Promotes a clean and tidy workplace to prevent falls, trips and manual handling injuries

### Records Management

- Ensure you are aware of the policy and procedures around the creating, maintaining and destruction of records.
- Ensure no records are altered, transferred or destroyed before the disposal date or without authorisation
- All records are to be kept in the relevant filing system, including emails.

## Person Profile

**Essential:**

**Desirable:**



<ul style="list-style-type: none"> <li>• Previous experience in supply / logistics/ warehousing environment.</li> <li>• An exposure to manufacturing/ engineering/ trades environment.</li> <li>• Good oral &amp; written communication skills</li> <li>• Competent numerical skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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**Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• A current OSH Forklift operating certificate and an "F" endorsed driving licence</li> <li>• A competent level of computer skills (Microsoft Word, Excel, email or other procurement/ manufacturing systems)</li> </ul>	<ul style="list-style-type: none"> <li>• A Certificate in stores or inventory or similar qualification</li> </ul>

