

The Store – Purchase Person will also ensure the Maintenance store is kept in a tidy and safe condition and all equipment within the store is well maintained and operated safely.

They will Initiate stock taking procedure for store inventory and special tools, so this occurs on a regular basis and also document the procedure, process Purchase Order Requests from CMMS, up grade these to Purchase Orders and communicate with suppliers/vendors to arrange supply and delivery of these goods. They will also process the receipt of goods, the invoice/s associated and update CMMS before sending invoice/s on for approval by ESM, then onto accounts for payment.

It is important for the incumbent to develop and maintain good relations with suppliers and with Ravensdown maintenance staff so they achieve and improve the target utilisation, reliability and minimise down time of plants, and assist the Engineering Services Manager to achieve his planned objectives where applicable.

Over the period of the temporary agreement they will perform the job according to the procedures and instructions documented in the Maintenance Operating Procedures Manual, the Hornby Works Management System Manual and any other relevant documented system.

KEY ACCOUNTABILITIES:

Accountabilities		KPI's
1.	<p>Financial Assist the Engineering Services Manager to Achieve or better operating budgets and provide efficient and cost effective delivery of purchases to Maintenance store and Maintenance staff through planning, purchasing and controlling the activities of Maintenance store.</p>	<p>Continuously monitor store stock level of essential spare items, advise ESM of any purchase, delivery issues or major costs variation.</p> <p>Report monthly on the ESM out come of the monthly spot store stock take.</p> <p>Contribute to cost improvement initiatives, company wide</p>
2	<p>Customer Service – External/Internal Ensure that end user (whether External or Internal) needs and expectations are met through providing quality customer service in a timely and efficient manner</p>	<p>Participate in the company climate survey.</p> <p>Review store opening hours to ensure we meet customer and intermediary demands, to ensure the maintenance team has the spares required to carry out maintenance work when required and plant down time is minimised</p>