

S/N	40
Job Title	Tool Room Store Man
Role	To support the COMPANY workshop tool room for all routine and non-routine activities.
Qualification	Diploma in relative discipline or its equivalent. Alternatively, a trade test witnessed by COMPANY discipline Engineer.
Experience	More than 4 years' experience in mechanical maintenance with 2 years in similar role
Job Skills	a. English language read, write and speaking to IELTS level 2. b. Able to work with office machines e.g. telephone, copier, barcode system and personal computer for word-processing, spread sheets and emails. c. Have thorough technical knowledge in all kinds of mechanical basic fittings of tools and consumables used for repair and maintenance activities on site. d. Ability to meet the physical demands of the WORK (standing, lifting, pushing, pulling etc.)
Personality	Good interpersonal communication skills, assertive behavior, problem solving skill, time management skill, customer care oriented and work in harmony with co-workers.
Principal Responsibilities	a. Use industrial lift trucks, pallet jacks, handling tools, motorized equipment such as forklifts to move manufactured goods and materials to and from storage areas, tool room rack and delivery vehicles. b. Track and maintain the tools, special tools, consumables records in the workshop tool room. c. Manage the tools borrowed and returns with track records. d. Dispense to diesel to equipment from the diesel fuel truck. e. Arrange and prepare for tools services and calibration. f. Report tools shortages and requirements to COMPANY Workshop Supervisor. g. Work extended hours and respond to call out duties as and when required