

S/N	41
Job Title	Store Man - Warehouse
Role	To support the COMPANY warehouse 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 3 b. Able to work with office machines e.g. telephone, fax, copier, barcode system and personal computer for word-processing, spread sheets and emails c. 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, warehouse rack and delivery vehicles. b. Picking, filling, packing and shipping orders. Apply labels to containers, load filling machines, stack and palletize products c. Track orders and document work, pack shipping containers and boxes, pull ordered materials from appropriate bins, receive and sequence pulling orders d. Assist/support in stock checks and other day to day routine tasks in the warehouse. e. Carry out warehouse material receipt and issuance within COMPANY Plant (spares, consumables, chemical etc.) and maintain records. f. Check that material received is in compliance with the requirements and report non-conformance on a timely basis. g. Report all non-conformances to indicate losses or damage of material in the warehouse. h. Label all materials delivered to COMPANY warehouse to ensure storage in proper locations. i. Follow procedures for preservation of all materials stored in COMPANY warehouse and yard. j. Adhere to procedures for proper documentation for the receipt and issuance of stock. k. Handle hazardous materials with safety procedures in mind. l. Operate forklift in safe way and/or supervise forklift operation with another Operator. m. Check that all dispatch off site materials is well packed before transported to the required destination.