

## Job Description

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| Job Title:    | <b>Storekeeper</b> |
| Job Location: | Warehouse          |
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|---------------------|---|
| Report to:          | Materials Coordinator / Warehouse Superintendent  |
| Direct report from: | Assistant Storekeeper, Helpers  |
| Key interactions:   | Materials Coordinator, Assistant Store Keeper , Trainee Storekeeper/Administration, Field Manager, Project Team |

### **Key Responsibilities:**

- Take instruction and cooperate with supervisors to assist where required in line with Company standards
- Should have extensive knowledge in the areas of Mechanical & E&I equipment and materials
- Manual Loading / Off-loading of PO Materials delivered.
- Operate Forklift as & when required
- Checking the received PO Material deliveries & advise the Trainee Storekeeper/Administration of the materials received, including any discrepancies, who will then input the information into Epicor
- Prepare Materials from Job Order requests for end users, as requested in timely manner
- Ensure that items are appropriately placed on shelves and racks according to their types and sizes.
- Ensure that all materials stored are in a good condition and report any damaged materials when noticed
- Ensure that MSDS for chemicals, hazardous and dangerous goods shall be updated and stored beside the goods;
- Ensure all Bin Locations are clearly labelled and identified
- Ensure that all stock items have PID details showing for ease of picking and issuing
- Ensuring that all similar or stock categories are stored in adjacent bins as much as is reasonable
- Match pulled items with work orders to ensure accuracy as per EPICOR PID
- Report to the Materials Coordinator any EPICOR PID discrepancies in regard to duplication of numbers, description differences or other such errors
- Supervise housekeeping duties to ensure cleanliness and maintenance of the warehouse & offices
- Follow HSSE Standard & Procedure.

### **Required Qualifications & Experience:**

- Previous Warehouse Experience essential
- Must speak & read English & Kurdish
- Technical Institute or University Education in Mechanical or E&I subjects
- PC literate

### **Key Attributes:**

- Team working
- Hard working
- Must be honest in his work
- Good communication skills
- Eager to learn