



NORBAR TORQUE TOOLS LTD

JOB DESCRIPTION

JOB TITLE: STORES CO-ORDINATOR

RESPONSIBLE TO: PROCESS MANAGER – TORQUE WRENCHES

PURPOSE OF THE JOB:

Responsible for logistics of storage, movement, administration, documentation and accuracy of materials, components and products.

KEY TASKS:

1. On receipt of materials and parts in to the department, locate them within the stores area creating new locations as required. Using the stock location board.
2. Issue parts, tools, materials and other stock items against picking lists and requisitions, correctly and accurately documenting details of all transactions.
3. Use the company business system to record all transactions.
4. Be responsible for the movement of materials, parts and finished products within the department and between the department and other processes/departments using such equipment as trolleys, forklift truck and overhead crane.
5. To liaise with planners and procurement and all internal departments.
6. Place orders for KANBAN items using existing systems.
7. To understand and follow the documented standard procedures.
8. Mark materials and parts, and maintain records, for items designated as requiring traceability.
9. To take measures to ensure accuracy of stock data and document Key Performance Indicators (KPI's).
10. Basic product assembly as required.
11. Any other duties required by the Process Manager.