



Job Title Stores person
Location Site
Reports to Business Unit Leaders

About the Company

Gloster MEP Ltd are a dynamic driven Mechanical and Electrical Contractor, known for delivering building services solutions to Commercial, Residential and Refurbishment sector. We pride ourselves on providing a true Engineering solutions at optimal quality.

Our success is based on experience, it is only with experience that skills become reflex which enables our team to apply expertise and perform at their best even at the most challenging projects. Here at Gloster MEP we balance commitments to ideas of quality & innovation with real world's commercial imperatives.

Role Scope

The role of Store Person is to manage materials on site by allocating and managing stock levels and reducing stock losses due to damage or theft.

The Store Person is to assist the Site Team in delivering projects according to programmes, budget and quality.

The Store Person is expected to maintain the company's standard of work in all duties, especially to manage our Clients expectations so as to create a positive perception.

Personal Qualities

To be a successful Store Person at Gloster MEP you will be driven to deliver quality projects and take pride in your work. You will have a willingness to take ownership and responsibility for your role and understand that building and managing relationships is key.

The Role will consist of but will not be limited to:

As a Store Person you will be responsible for:

- Managing the stores.
- Responsible for the distribution of goods in and out.
- Recording relevant information on stock levels and allocated stock. This information is to be available at any time to Senior Management and QS.
 - Allocate and book stock to Trades as required.
 - Monitor stock coming in and out of the Stores.
 - Check stock levels in the stores and advise the respective departments on availability of goods.
- Taking and overseeing deliveries.

- To record all goods in each delivery and if necessary be responsible for dealing with carriers over order discrepancies and reporting anomalies to the Procurement Team.
- Maintaining material levels in accordance with project status.
- Keep the Stores area secure, clean and tidy.

- To ensure that the stores are maintained in an orderly fashion including the rotation of goods and movement of stock.
- Responsible for delivery drivers.

- Provide the Project Manager and QS with accurate stock reports as required.
- Maintaining or improving the project financially by taking an active role in limiting material wastage.

- To develop and maintain due regard for safe working practices on site and report any breaches of Health and Safety to the Health and Safety Officer on your site.
- To work closely with the Site Team to ensure Stores are managed in accordance with the Project's requirements, ensuring all work is carried out efficiently within the allocated time.
- To ensure all equipment provided to you is kept secure, in good order and calibrated.
- At all times you will be expected to maintain a professional appearance and manner, be punctual, helpful and courteous to clients, colleagues and other contractors on site.

The Key Result Areas listed above are not exhaustive and are intended to be continuously developed as part of your Personnel Development Plan through your annual appraisal.