

STOREPERSON

THE JOB:

The Storeperson is responsible for monitoring, controlling and recording the flow of goods and materials into and out of the store

ABOUT US:

We are committed to providing a welcoming workplace where everyone feels respected, safe, and supported. This means we value team players with a positive attitude, respectful behavior and a keenness to learn.

IF YOU HAVE SKILLS THAT MATCH OUR JOB, AND:

- Take pride in your work
- Deliver great customer service
- Enjoy being part of a team
- Have a Class C Driver licence
- WHS General Construction Induction Card

THEN WE WILL OFFER YOU:

- 9-day fortnight
- Starting annual salary \$58,047.60 (gross) + Super
- Opportunity to learn new skills in a supportive environment
- 19.5 weeks long service leave after 10 year continuous service



**APPLICATIONS
CLOSE MONDAY,
22 APRIL 2024**

The Application Pack is on our website: www.bourke.nsw.gov.au/council/positions-vacant.

LIKE MORE INFORMATION?

Please contact
Manager Roads Infrastructure, Paul Flanagan,
on 02 6830 8000 or
jobs@bourke.nsw.gov.au

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www.visitbourke.com.au



Position	Storeperson
Reports To	Manager Road Infrastructure
Department	Road Infrastructure
Band/Level	B2/L1
Grade	3
Date Revised	March 2024

This position description is a broad description of the accountabilities, duties and conduct of an employee of Bourke Shire Council. The role will evolve and change over time, in line with the changing strategic, operational requirements and outcomes of the organisation.

Primary Purpose

Monitor, control and record the flow of goods and materials into and out of the Store.

Council Values

Council's values of Openness, Honesty, Respect, Accountability, Objectiveness, Leadership, Selflessness and Integrity guide the decisions, actions and conduct of all employees.

Core Accountabilities

- Act as the first point of contact for internal and external customers accessing the Depot, ensuring they are recorded in the visitor's book and the person they wish to speak to is notified.
- Maintain the Store so that it is clean, safe and accessible.
- Issue store stock to staff, ensuring the correct paperwork and job numbers are used and stock levels adjusted.
- Act as the first point of contact for deliveries of inventory; receiving, receipting, recording inventory in the corporate financial system and packing inventory away.
- Act as the first point of contact for receiving and receipting deliveries of goods, materials and the like ordered by various departments and notify the relevant person of their arrival; confirming date and time for collection.
- Ensure the number and type of incoming inventory or other goods matches the picking slip, purchase order and invoice before receipting goods and preparing paperwork for payment.
- Liaise with Creditors to ensure that payment of invoices is accurate and made within the agreed terms.
- Ensure accurate records of store stock, materials and goods are kept and stocktakes and periodic audits are undertaken.
- Maintain appropriate inventory items at a suitable level to meet daily operational and emergency requirements.

- Where directed by the manager, source goods or materials, and generate and place orders.
- Provide administrative support for the manager as required.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by the Manager/Supervisor, which are within his/her skills, competence and training.

The employee is to comply with the organisation's Code of Conduct, policies, and procedures (as varied from time to time) and undertake training and development where it improves the employee's capability and capacity to undertake the inherent requirements of the role to the standard expected by Council.

Essential Criteria

1. Certificate II in Business Administration, Warehouse Operations, Purchasing or related area with experience in a similar role, or solid demonstrated experience in a similar role.
2. Demonstrated ability to prioritise work and manage time effectively.
3. Demonstrated ability to communicate effectively and respond to customer enquiries.
4. Demonstrated experience using Microsoft Office Outlook, Word and Excel.
5. Proven ability to work unsupervised.
6. WHS General Construction Induction card.
7. Current Class C NSW Driver Licence.

Desirable Criteria

1. Forklift Truck (LF) licence.

Date:

Agreed:

Employee Name (please print)

Employee Signature

APPLICATION FORM

Storeperson

Name: _____

Address: _____

Contact number: _____

(If you have a resume, please include it with the application form)

Please answer the following questions.

1. What experience do you have in Administration, Warehouse Operations, Purchasing or related area?

2. Can you explain how you would prioritise work and manage time effectively?

3. What experience do you have using Microsoft Office Outlook, Word and Excel?

4. How do you make sure you keep yourself and others safe at work?

Put a tick in the box if you have the following and make sure you include a copy of your ticket or licence with your application.

<input type="checkbox"/>	Current C Class Licence (manual)	Essential
<input type="checkbox"/>	Construction Induction (White) Card	Essential
<input type="checkbox"/>	Certificate II in Business Administration, Warehouse Operations, Purchasing or related area with experience in a similar role, or solid demonstrated experience in a similar role.	Essential
<input type="checkbox"/>	Forklift Truck (LF) licence.	Desirable

Give us the name and contact details for two work referees

Referee one

Name: _____

Contact number: _____

Referee two

Name: _____

Contact number: _____

Submit your application

Mark your application "Attention HR Advisor" and submit it by:

1. Emailing it: jobs@bourke.nsw.gov.au
2. Posting it: Bourke Shire Council, PO Box 21 Bourke NSW 2840
3. Delivering it: 29 Mitchell Street Bourke NSW 2840