



Job Description Storeperson

- Be punctual and alert at all times.
- Provide efficient and courteous service to all customers and other staff members.
- Receive inwards goods ensuring any damage to consignments is noted on the carrier's freight docket before signing.
- Unpack inwards goods, tick supplier-packing slip off to Delta Electrics purchase order, ensuring part numbers and quantities match up.
- Deliver the purchase order into the Capital computer system.
- If the goods have been ordered in for a customer, allocate them to the customer via the Back Order system in the computer, notate the customer name on goods then store the goods in the "Customer Orders to be Collected" area and forward the paperwork to the relevant Salesperson for invoicing.
- If the goods are for stock, put away in bin-location order. Ensure that the Delta Electrics part number bar code is clearly visible on the part, then forward paperwork to admin.
- Pick parts required by sales people ensuring quantities and descriptions match the Delta Electrics invoice.
- Package all outwards goods in a suitable manner for transport.
- Fill out the relevant transport company's consignment note.
- Note details of consignment in the outwards freight register.
- Issue parts to workshop personnel. Ensure all parts are allocated to Job Card # before they leave the store.
- Participate in Inventory stock takes as required.
- Ensure that the store area and yard is kept clean and tidy at all times. This includes regularly sweeping the floors and dusting the shelves.
- Implementation and Maintenance of the stores bin location system will be required.
- Maintenance of part numbers bar codes on stock will be required.
- Assembly of certain stock such as pressure cleaners etc. will be required.
- Helping to maintain showroom and external display on a daily basis. Store person to be responsible for putting air compressors, pressure cleaners, generators, welders, etc. on display both in the showroom and on the pavement area at the front of building.
- Pick up & deliver goods for the company as requested.



- Assist with counter sales when requested, this will normally include times when other counter people are at lunch.
- Assist with the setting up and pulling down of trade displays at shows and field days.
- Follow all directives and procedures that may be given to you, either verbally or in writing in a timely fashion.
- Please feel free to ask for clarification on any procedure or course of action that you are not sure about, so that you can be confident in proceeding in the right direction.
- Adherence to Company Policies and Procedures, Employment Contract, Non- Disclosure Agreement and Letter of Offer.

Position Description Accepted By:

Print Name:

Signed By:

Date: