

Aspire Job Description

Job Title: STOREKEEPER **POSITION ID:** STK 462

Entity: **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

Location: LARKHILL

Reports to: SENIOR STOREKEEPER

Key Purpose of the Role:

- To assist the Senior Storekeeper to account and maintain all materiel held within a Garrison stores on behalf of the MoD in conjunction with their current regulations and JSPs.

Key Responsibilities:

- Assist in the issuing, receipts, demanding and back loading of all materiel.
- Collection and delivery of stores to / from units/ depots/ depts/ civilian agencies when required.
- To have an understanding of the process for fault reporting on certain types of equipment.
- To have a basic understanding of the Authority's current JSP's.
- When applicable, to carry out monthly inspections and maintain a record.
- Assist in providing and maintaining an audit trail for all Authority's inspections.
- Assist in stock checks.
- Assist other Storekeepers as and when required, in particular during periods of sickness or holidays.
- Ensure the stores are kept tidy and where reasonably possible free from hazards.
- Undertake other duties as required by the Stores Manager in order to ensure the efficient functioning of the stores.
- To ensure that all materiel held within the store is kept secured and in a clean and serviceable condition.
- To ensure the general area both inside and outside is kept clean and tidy state.
- Work safely, consider the safety of others and work within the guidelines of ADSL QHSE policies and procedures.
- Undertake routine checks as required to ensure compliance with QHSE regulations, recording of any such checks and reporting anything considered to constitute a risk. This will include all accidents, near misses and general defects resulting in a risk to employees. Ensure all Accidents and Incidents are reported to the Helpdesk.
- To ensure that all relevant Risk Assessments are kept up to date and that your direct reports are aware and understand the Risk Assessments that have been put in place

Aspire Job Description

Qualifications

Essential:

- NVQ2 Distribution, Storekeeping and Warehouse Operations or equivalent.
- All Arms Storeman Course

Experience & Knowledge:

Essential:

- Knowledge of the MoD accounting system, presently MJDI and JAMES.
- Clean Driving Licence

Desirable:

- Military Storekeeper experience.
- Fork Lift Operators Licence.

Skills:

- Good verbal communication skills.
- A good team member, able to prioritise his/her own work as well as provide assistance with the work of others when required.
- Be flexible in meeting deadlines.
- Hard working and flexible.
- Basic understanding of MS Word & Excel

Date:

08 Nov 21