



Falkland Islands Government – Job Description

Job Title:	Senior Store Person		
Department:	Public Works	Section:	Plant & Vehicle
Reports to:	Plant & Vehicle Manager		
Grade:	Falkland Islands Government Grade – E1	Job Code:	354SS1

Job Purpose

- ❖ Order and supply spare parts and equipment for Falkland Islands Government vehicles and plant.
- ❖ Stock value around £670,000.

Main Accountabilities:

- ❖ Contact/Identify and select suppliers who will supply parts to the Islands;
- ❖ Prepare and distribute part lists for quotations in compliance with stores regulations;
- ❖ Evaluate quotations to determine best offer;
- ❖ Order parts and establish most cost effective or quickest method depending on urgency;
- ❖ Monitor stock, forecasting use and identifying trends to ensure sufficient stock;
- ❖ Ensure security of premises;
- ❖ Organise time and tasks appropriately for efficient running of store;
- ❖ Liaise with the garage for supply of required parts;
- ❖ Identify parts that are required but not held in stock and report to Manager;
- ❖ Source parts from local suppliers as required by the Workshop;
- ❖ Carry out and organise routine stock taking to ensure records are accurate;
- ❖ Accurately cost all new goods received to ensure they are sold on at correct value;
- ❖ Train staff in correct store procedures.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

The post holder will decide whether to make external sales or not without compromising availability of stocks to the main garage. Applicants may be required to work overtime at short notice.



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Person Specification:	Senior Store Person		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
Numerate to a good level	✓		A
Driving licence	✓		A
Computer literate with high level of skill in word, Outlook and Excel	✓		A
Experienced in use of computerised stock control system such as SHIRE stock control or Planet FM or similar	✓		A
Training and certification in stock control systems		✓	A
Maths GCSE		✓	A
Forklift Certificate		✓	A
Experience in FIG's ordering system		✓	A
Knowledge, Skills and Experience:			
3 to 5 years' experience working in a similar type of store	✓		A/I
Past history of keeping clear accurate and legible records	✓		A/R
Good keyboard skills to ensure accurate entry of data on stock control and accounting system	✓		A/I/R
Possess attention to detail and be methodical in approach to work	✓		A/R
Able to prioritise work to meet deadlines	✓		I/R
Experience in Shire Stock system or similar stores system	✓		A/I/R
Mechanical knowledge		✓	I
Experience of running stores at a similar level		✓	A/I/R
Experience in managing a small team		✓	A/I/R
Personal Attributes:			
Must be physically capable of climbing step-ladders and moving heavy items safely	✓		I/R
Self-controlled	✓		I
Prepared to work closely with others	✓		I/R
Responsible	✓		I/R
Security Conscious	✓		I/R

Method of assessment:

A - Application Form

I - Selection Interview

R - Reference